

MODERN DCPDS PRODUCTIVITY TRAINING

For the Army CPOC & CPACs



December 2002

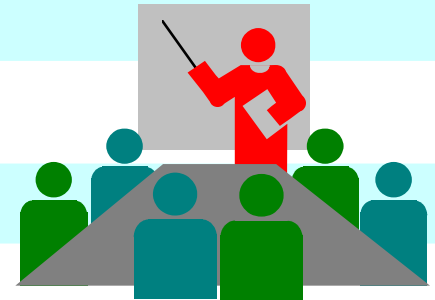
SYLVIA FREELAND - CPOCMA
DAVE FRETZ - OASA(M&RA)
MAE HAZELTON - AMC



PRODUCTIVITY TRAINING TOPICS

Here's what we'll be covering...

- ✓ Introduction to Productivity
- ✓ Event Codes
- ✓ Identifying Fill Actions
- ✓ Routing RPAs
- ✓ Productivity (Closure) Edits
- ✓ Quality Control
- ✓ Enhancements & Fixes
- ✓ Pipeline Actions
- ✓ Identifying Open & Closed Actions
- ✓ Productivity (CIVPRO) Measurements
- ✓ Productivity Reporting Universe





Productivity Training

✓ Introduction to Productivity





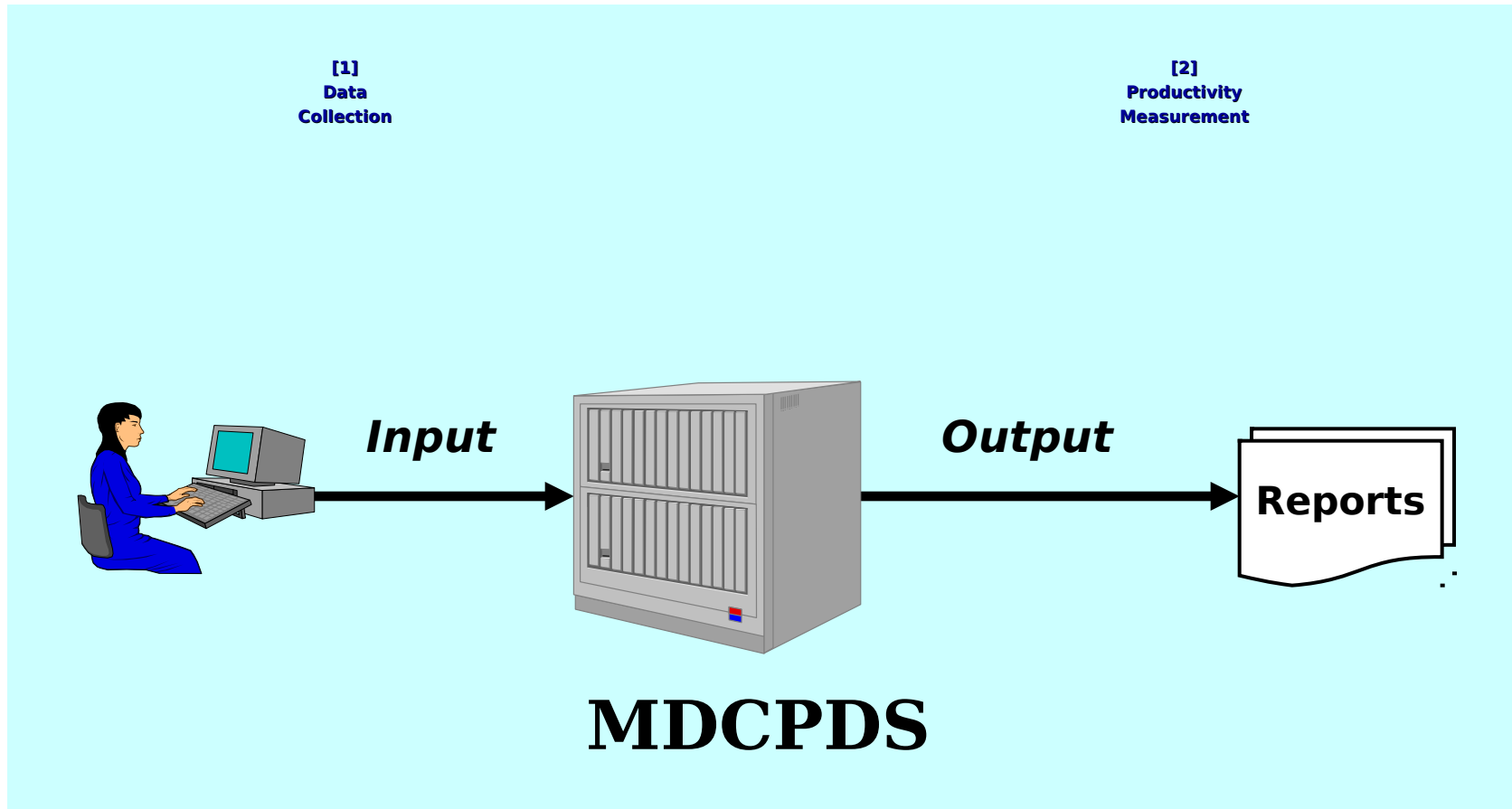
PRODUCTIVITY

- **CivPro = Civilian Personnel Productivity System.**
- **The Army's HR Reporting and Analysis Tool which empowers the HR community to become more predictive.**
- **Captures workload data on core and related personnel functions.**
- **Primary focus is data from the Modern Defense Civilian Personnel Data System (MDCPDS). Also uses data from PPP.**
- **CivPro provides statistics that measure the efficiency, performance, and workload of each CPOC and CPAC.**
- **Supports a more rigorous data assessment to review trends and make projections.**



PRODUCTIVITY

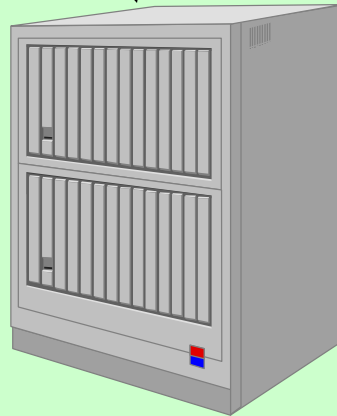
The two facets of the system:





Data Collection

**Personnel Specialist
enters three kinds of
data**



MDCPDS

- **Basic RPA**
Data
RPA Routing
History
Event History
Codes



Data Collection:

Basic RPA Data



Privacy Act of 1974 - [Request for Personnel Action: 14-JAN-2002 (Salary Change, Routing Group: CIVDODHR)]

Action Edit Query Go Folder Special Help Window

Change Family Refresh Status AUTHORIZED < Prev Page 1 of 4 Next >

PART A - Requesting Office

1 Actions Requested
Salary Change

2 Request Number
01OCT047476

3 For Additional Information Call (Full Name)
Daguman,Reginald

Telephone Number
314-375-2222

4 Prop. Eff. Date
01-OCT-2001

5 Action Requested By (Full Name)
Abbey, Robert J

Title
WATER TREATMENT PI

Request Date
14-JAN-2002

6 Action Authorized By (Full Name)
Everett, Jiada K

Title
COMPUTER SPECIALIS

Concurrence Date
01-SEP-2001

PART B - For Preparation of SF 50

1 Last Name
First Name
Middle Name

2 Social Security Number
123-45-6789

3 Date of Birth

4 Effective Date
21-MAY-2002

FIRST ACTION

5-A Code
702

5-B Nature of Action
Promotion

5-C Code
N3M

5-D Legal Authority
Reg 335.102 Comp

5-E Code
NPU

5-F Legal Authority
10 U.S.C. 1601 Upgrade

SECOND ACTION

6-A Code

6-B Nature of Action

6-C Code

6-D Legal Authority

6-E Code

6-F Legal Authority

History Extra Information Person Position Other

NOA Family

SSN

NOA Code

LAC Codes**

Request Nbr

EDOA

Additional Data:

- Approval Date
- Posn. Nationality
- CPAC Code
- Command Code
- UIC Code
- more ...

** LAC Codes are not used with non-U.S. actions.



Data Collection:

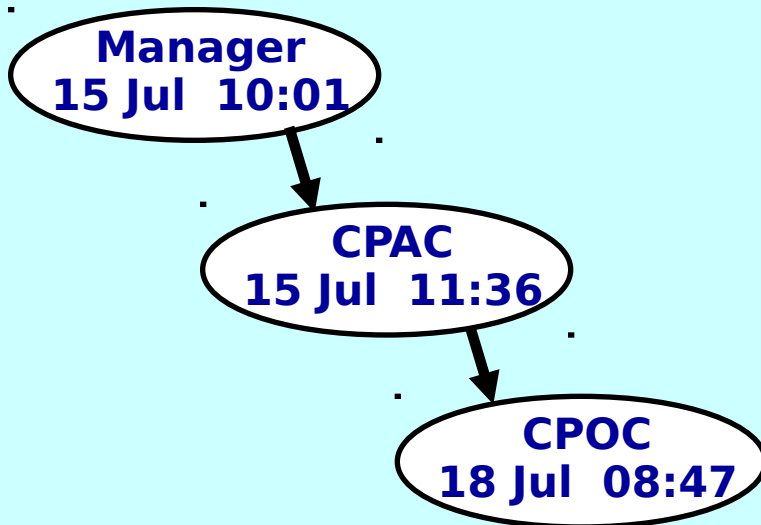
Event Code & Routing Data



Two types of ‘tracking’ data are captured:

Routing History

RPA's are routed from inbox to inbox. Each inbox is “mapped” to a specific category, using a code.



Event History

Events capture the workload associated with each RPA. Each kind of event has a unique code.

Codes and dates are entered manually by the specialist.

- ✓ Classification Reviews
- ✓ Position Audits
- ✓ Vacancy Announcements
- ✓ Referral Lists
- ✓ Job Offers
- ✓ Many More ...



Data Collection: Event Code & Routing Data



Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Event History

| Event Code | Event Description | Category Code | Start Date | Start Date Description |
|------------|-----------------------------|---------------|-------------|-------------------------|
| G07000 | FILL ACTION | GENERAL | 18-OCT-2001 | PERSONNEL ACTION REVIEW |
| C0300055 | CLASS REVW (CURSORY REVIEW) | CLASSIFICATIO | 18-OCT-2001 | REVIEW INITIATED |
| S09000 | FIRST REFERRAL LIST | STAFFING | 19-OCT-2001 | REFERRAL LIST ISSUED |
| S1600020 | JOB OFFER - LVA | STAFFING | 26-OCT-2001 | JOB OFFER MADE |

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Request for Personnel Action - Routing History: 01-NOV-2001 (/)

Routing History

| Username | Groupbox Name | Routing List Name | Seq. | Date Notification Sent | Far |
|-------------|---------------|-------------------|------|------------------------|-----|
| | SAMY/COPD | | | 01-NOV-2001 | Rec |
| AMY.ABBEY/C | | | | 18-OCT-2001 | Rec |
| AMY.ABBEY/C | | | | 18-OCT-2001 | Rec |
| | AMY/COFD | | | 18-OCT-2001 | Rec |
| | AMY/COFD | | | 18-OCT-2001 | Rec |
| AMY.ABBEY/C | | | | 18-OCT-2001 | Rec |
| | AMY/COFD | | | 25-APR-2001 | Rec |
| RUSS.ONEY/M | | | | 25-APR-2001 | Rec |
| RUSS.ONEY/M | | | | | Rec |

Event
Codes

RPA
Routings

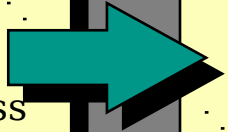


Productivity Measurement: What do we measure?



Inputs

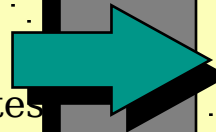
- RPAs initiated
- Applications Received
- PPP Registrants
- Actions to process
 - Health benefits,
 - Performance appraisals



Through-Puts

Staffing Division

- RPAs pending (on-hand)
- Average days to fill (by fill source)
- Average days in CPOC
- Applications processed
- Applications pending
- Average days to clear PPP
- PPP resumes
- PPP registrations
- OPM/DEU certificates
- Referrals
- Job offers
- Clearances



Classification Division

- RPAs pending (on-hand)
- Position audits pending
- Cursory reviews pending
- Average days to audit
- Average days to classify

Output

RPAs

- Number completed
- Number canceled
- Fill, Non-Fill, by NOA
- U.S., L.N.
- App. Fund, NAF, SES
- Routine, Non-Routine
- CPOC, CPAC, Cmd/UTC

Other Actions

- Positions audited
- Positions classified
- Training instances
- Training courses held
- Performance ratings

Other Data

- Serviced population
 - Army
 - Non-Army
- Personnel workforce



Productivity Measurement: How do we use the data?



➡ **HQs**

- **Quarterly Army Performance review to SecArmy, CSA**
- **Policy impact**
- **Annual evaluation**
- **Business Process Maps**
- **Monthly update**

▢ **Operations Center Management Agency**

- **Production goals**
- **Performance ratings**
- **Workload shift across regions (people or work)**
- **Production workload**
- **Monthly review**

➡ **Operations Centers**

- **Timeliness & volume**
- **Performance ratings**
- **Customer feedback**
- **Workload shift**
- **Daily use**

➡ **Advisory Centers**

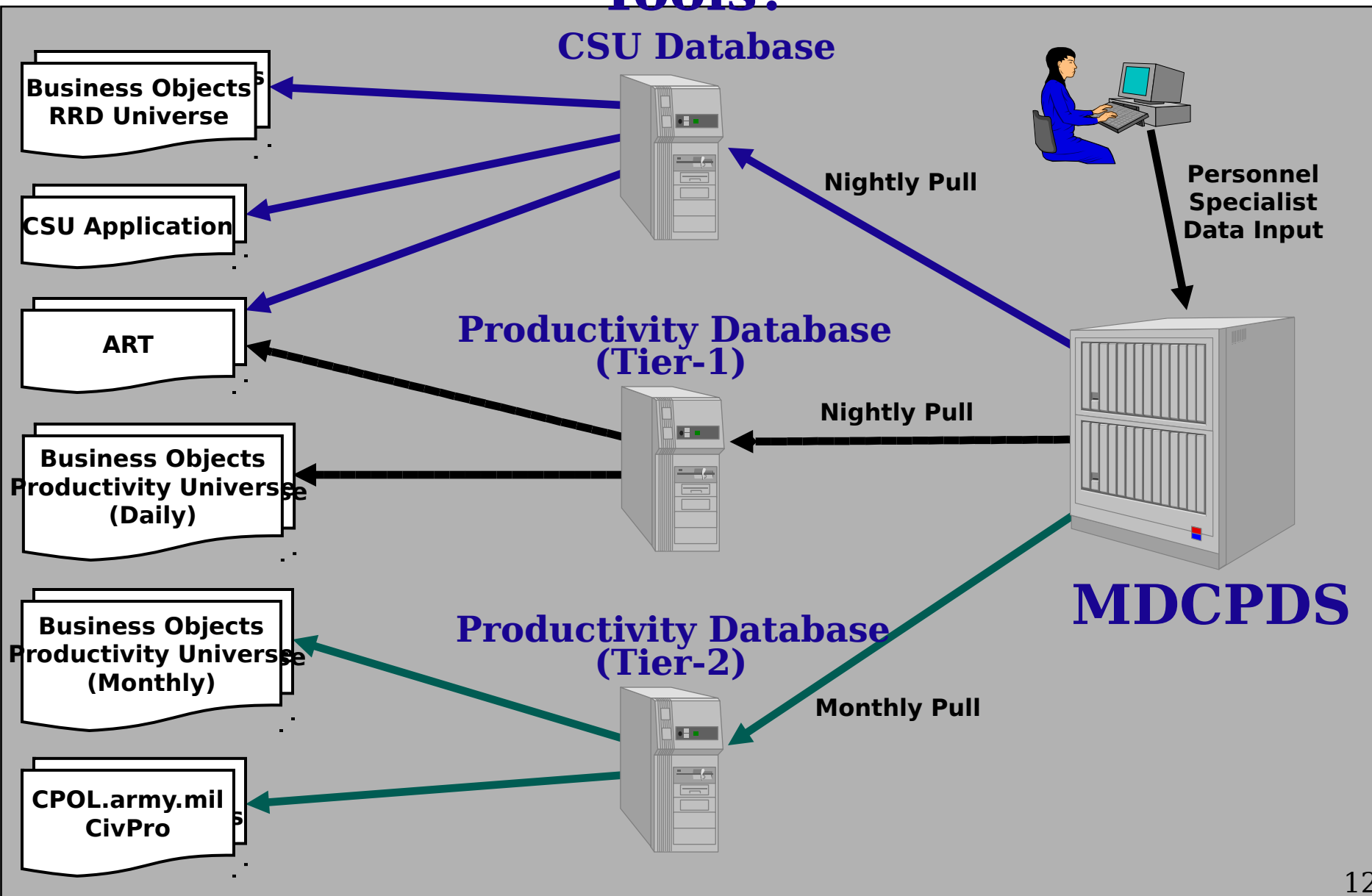
- **Timeliness & volume**
- **Workload shifts**

▢ **CDR/supervisor performance**

▢ **Customer expectations**



Productivity Measurement: What are the different Reporting Tools?



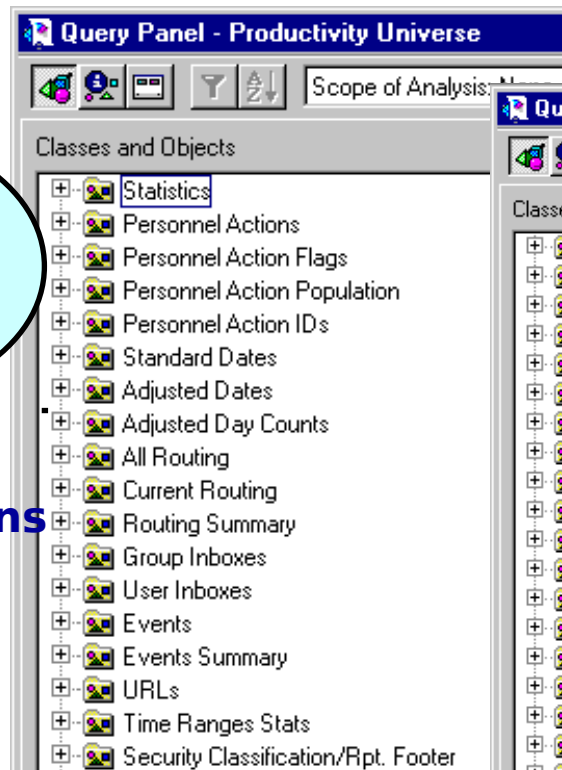


Productivity Measurement: Business Objects Universes



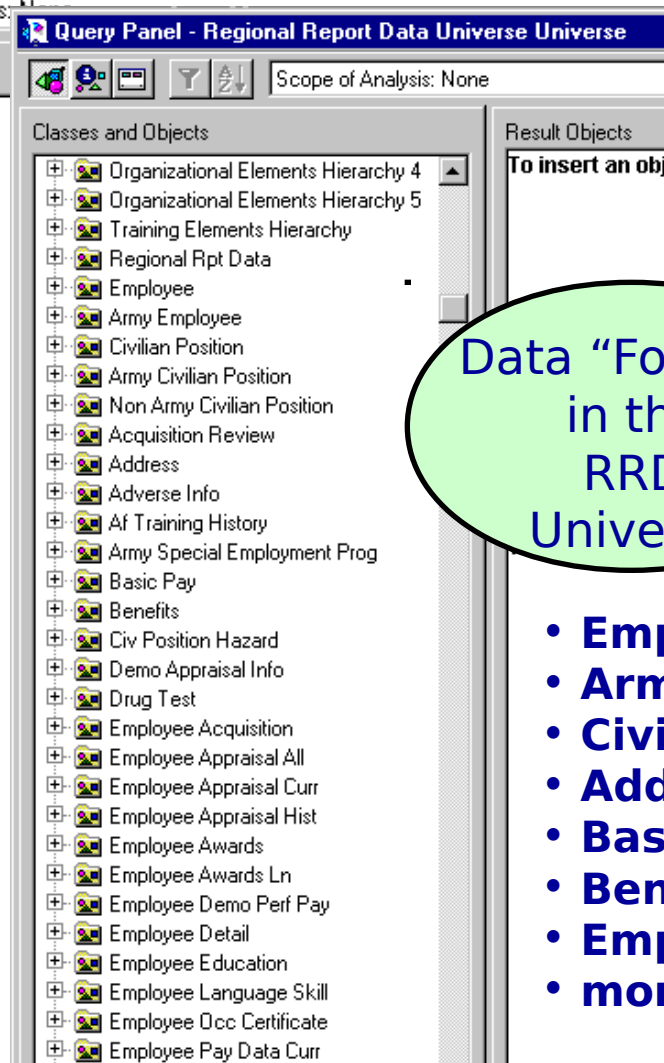
Data "Folders"
in the
Productivity
Universe

- **Statistics**
- **Personnel Actions**
- **Standard Dates**
- **Adjusted Dates**
- **All Routing**
- **Current Routing**
- **Group Inboxes**
- **User Inboxes**
- **Events**
- **more...**



Data "Folders"
in the
RRD
Universe

- **Employee**
- **Army Employee**
- **Civilian Position**
- **Address**
- **Basic Pay**
- **Benefits**
- **Employee Award**
- **more...**





Productivity Measurement: Business Objects Reports



Query Panel - Productivity Universe

Scope of Analysis: None

Predefined Conditions

- Personnel Actions
 - Conditions
 - Initiated Today
 - Received Today
 - Completed Today
 - Canceled Today
 - Prompts
 - Personnel Action Flags
 - Recruit/Fill Actions
 - Non-Recruit/Fill Actions
 - Open Actions
 - Completed Actions
 - Canceled Actions
 - QC-Passed Actions
 - QC-Failed Actions
 - QC-Not-Applied Actions
 - QC-Withdrawn (Canceled) Actions
 - U.S. Positions
 - Non-U.S. Positions
 - In Personnel Inbox Last
 - In CPOC Inbox Last
 - In CPOC Classification Inbox Last
 - In CPOC Staffing Inbox Last
 - In CPOC Processing Inbox Last

Result Objects

- Request Nu...
- Closed Date
- First Noa C...
- First Noa Desc
- Agency Code
- Af Naf Iden...
- Employee F...

Conditions

- Recruit/Fill Actions
- Completed Actions
- U.S. Positions
- In CPOC Inbox Last

Options... Save and Close View... Run Cancel

Report
Layout

Report
Criteria



Productivity Measurement: Business Objects Reports



BusinessObjects - Document1 - [DUNCANP]

File Edit View Insert Format Tools Data Analysis Window Help

Completed Fill Actions

| Request Number | Closed Date | First Noa Code | First Noa Desc | Agency Code | Af Naf Identifier |
|----------------------|-------------|----------------|-----------------------------------|-------------|-------------------|
| 01AUGMEDD018373 | 9/28/01 | 571 | Conv to Exc Appt NTE 08-SEP-2002 | ARMC | A |
| 01JUN2ASAMSO006891 | 7/6/01 | 171 | Exc Appt NTE 30-SEP-2001 | ARSB | A |
| 01JUN2ASMEDD006323 | 7/27/01 | 702 | Promotion | ARMC | A |
| 01JUN2DEFAULTX006009 | 6/4/01 | 171 | Exc Appt NTE 24-FEB-2002 | ARSA | A |
| 01JUN2DEFAULTX006039 | 6/4/01 | 171 | Exc Appt NTE 24-FEB-2002 | ARSA | A |
| 01JUN2HTHPAC009073 | 9/14/01 | 702 | Promotion | ARMP | A |
| 01JUN2HTNGIC006063 | 7/20/01 | 702 | Promotion | ARAS | A |
| 01JUN2HTPSDROS006345 | 6/19/01 | 171 | Exc Appt NTE 09-AUG-2001 | ARSE | A |
| 01JUN2HTSECU006481 | 7/5/01 | 171 | Exc Appt NTE 30-SEP-2001 | ARSJ | A |
| 01MAY2AEAMCI005664 | 7/3/01 | 171 | Exc Appt NTE 30-SEP-2001 | ARX2 | A |
| 01MAY2AEAMPE005662 | 7/3/01 | 171 | Exc Appt NTE 30-SEP-2001 | ARX2 | A |
| 01MAY2ASMEDD004752 | 11/4/01 | 721 | Reassignment | ARMC | A |
| 01MAY2ASNVEO003861 | 6/5/01 | 171 | Exc Appt NTE 28-MAY-2002 | ARX8 | A |
| 01MAY2ASNVEO004096 | 6/13/01 | 171 | Exc Appt NTE 03-JUN-2002 | ARX8 | A |
| 01MAY2BFCLMS004358 | 6/1/01 | 721 | Reassignment | ARSE | A |
| 01MAY2C2_CPOC000225 | 5/11/01 | 721 | Reassignment | ARMT | A |
| 01MAY2C2_CPOC000232 | 6/19/01 | 500 | Conv to Career Appointment | ARX4 | A |
| 01MAY2C2_CPOC000250 | 5/7/01 | 170 | Exc Appt | ARMV | A |
| 01MAY2C2_CPOC000338 | 5/24/01 | 101 | Career-Cond Appt | ARMC | A |
| 01MAY2C2_CPOC000373 | 5/21/01 | 130 | Transfer | ARMC | A |
| 01MAY2C2_CPOC000554 | 5/8/01 | 508 | Conv to Term Appt NTE 21-APR-2003 | ARMV | A |
| 01MAY2C2_CPOC000658 | 5/9/01 | 171 | Exc Appt NTE 30-SEP-2001 | ARMV | A |
| 01MAY2C2_CPOC000730 | 5/25/01 | 702 | Promotion | ARXQ | A |
| 01MAY2C2_CPOC000742 | 5/9/01 | 101 | Career-Cond Appt | ARMV | A |
| 01MAY2C2_CPOC000746 | 6/19/01 | 115 | Appt NTE 28-SEP-2001 | ARMV | A |
| 01MAY2C2_CPOC000802 | 5/16/01 | 721 | Reassignment | ARXK | A |
| 01MAY2C2_CPOC000825 | 5/9/01 | 101 | Career-Cond Appt | ARMC | A |
| 01MAY2C2_CPOC000909 | 5/29/01 | 702 | Promotion | ARMP | A |

Report1

Last Exec: 1/14/02 02:32 PM Partial

RPA
Data



Productivity Measurement: Business Objects Reports

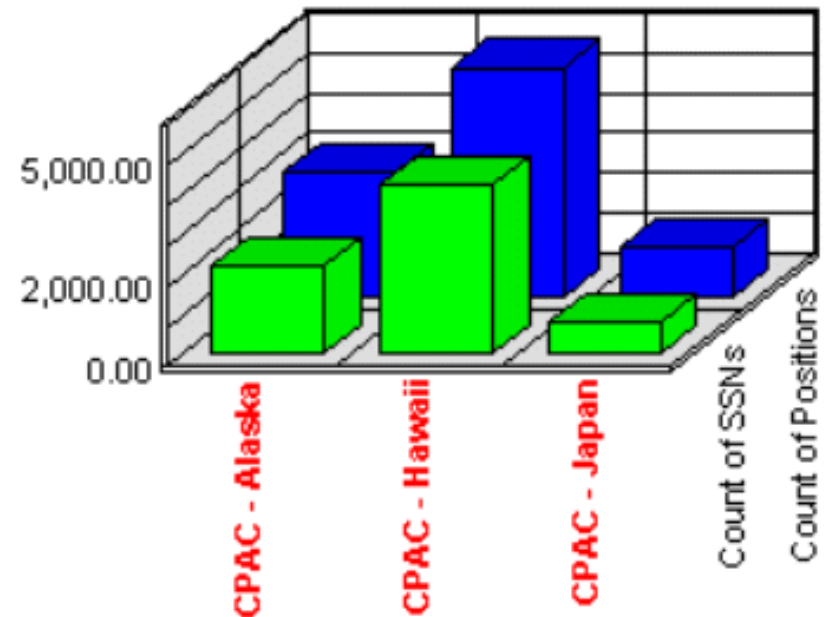


| CPAC code & description | Count of SSNs | Count of Positions |
|-------------------------|---------------|--------------------|
| CPAC - Alaska | 2,187 | 3067 |
| CPAC - Hawaii | 4,190 | 5693 |
| CPAC - Japan | 735 | 1212 |
| | 7,112 | 9972 |

Statistics

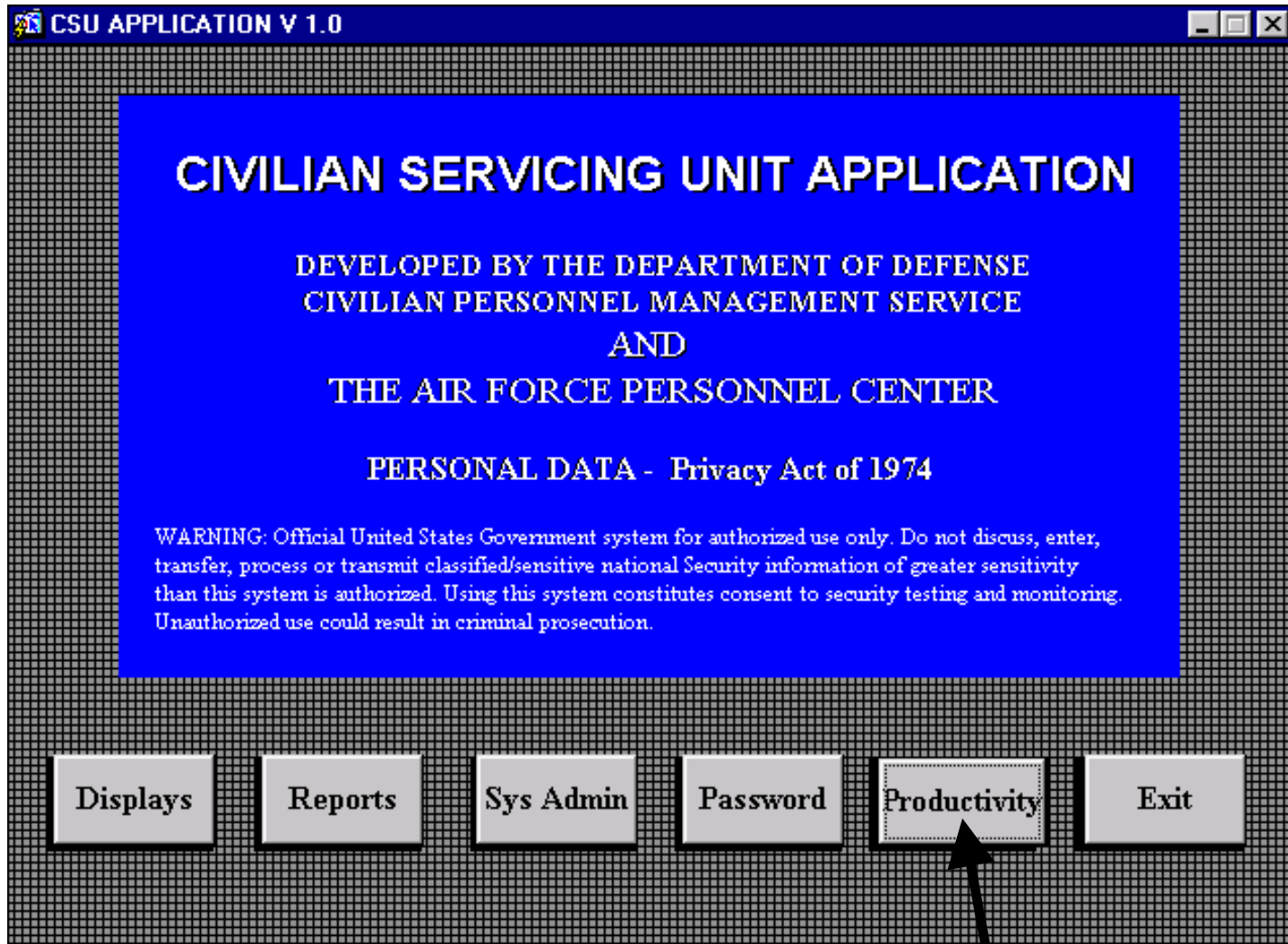
Graphs

**A powerful
query and
reporting
tool...**





Productivity Measurement: CSU Application



Don't Use



Productivity Measurement: Army Regional Tools (ART)



Army Regional Tools - KALLE - Microsoft Internet Explorer

Army Regional Tools

Inbox Statistics

[Back to Previous Page](#)

[ART Main Menu](#)

Fill/Recruit Actions - All Colors - Colorized by Time in CPOC
Region = NA - Status = OPEN

☐ By Division ☐ By CF Branch ☒ By CPAC ☐ By CMD ☐ By Smart # ☐ By Inbox Type ☐ By Event

| CPAC | Red | Amber | Yellow | Light Green | Dark Green | Total |
|--|-------------|------------|------------|-------------|------------|-------------|
| AMC HQ | 49 | 26 | 17 | 10 | 38 | 140 |
| COE HQ | 47 | 9 | 14 | 4 | 41 | 115 |
| COE MIDDLE/EAST AFRICA | 50 | 10 | 36 | 11 | 101 | 208 |
| Executive Servies | 1 | 0 | 0 | 0 | 2 | 3 |
| FORT BELVIOR | 193 | 41 | 30 | 41 | 173 | 478 |
| FORT MEADE | 26 | 9 | 4 | 7 | 52 | 98 |
| Fort Myer | 70 | 15 | 12 | 21 | 63 | 181 |
| OFFICE SCRETRY OF THE ARMY | 342 | 58 | 43 | 40 | 305 | 788 |
| PENTAGON - CHIEF OF STAFF | 59 | 4 | 6 | 9 | 13 | 91 |
| UNKNOWN | 36 | 0 | 3 | 0 | 9 | 48 |
| WALTER REED MED CTR | 189 | 32 | 36 | 36 | 140 | 433 |
| Totals | 1062 | 204 | 201 | 179 | 937 | 2583 |

[View Details](#)

Army Regional Tools - NATIONAL CAPITAL REGION

Internet

Start | Exploring - Bin | Inbox - Micros... | NC CPOC Intr... | RE: CivPro QC... | RE: CivPro QC... | Army Regio... | 7:43 AM

Red/Amber/Green
Report



Productivity Measurement: CivPro Reports on CPOL.Army.Mil



Number of
fill
actions,
by
source,
nationality

Productivity Report
SF-52 Workload Summary - Fill Source (Army-wide, by Region)
Report run on: November 1, 2001 3:25 PM EST

As Of: September 2001 Report Number: 8a-14
All Army Regions Combined CPOC: ****

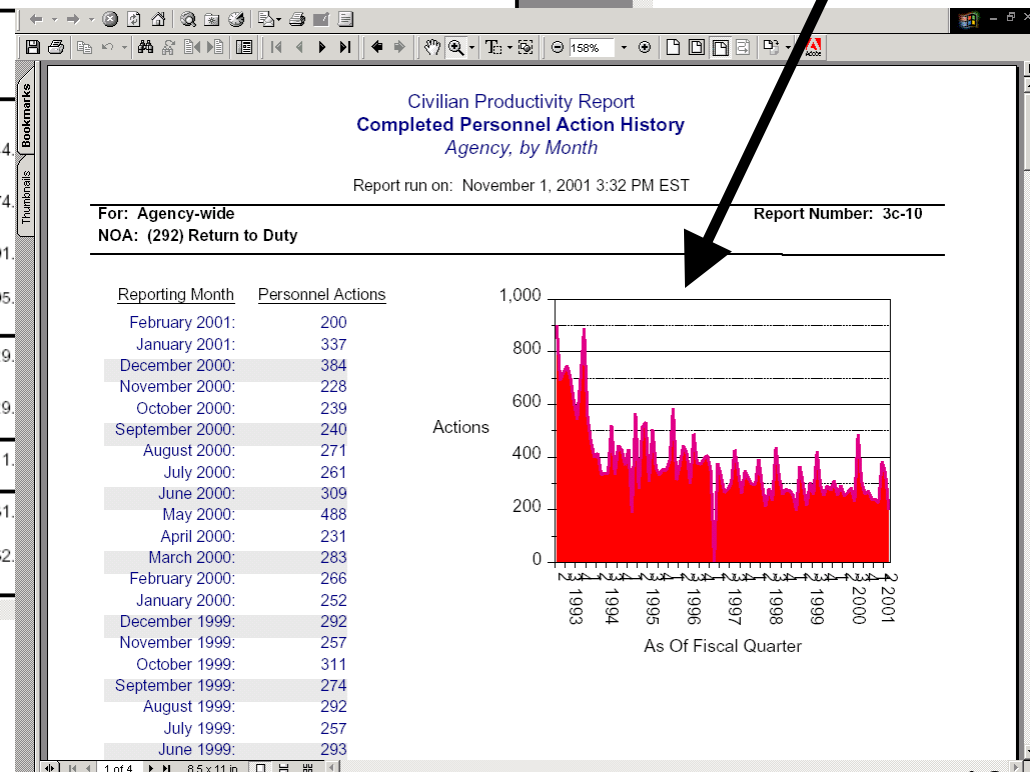
Recruit/Fill SF-52 Actions (by Fill Source)

| Number Completed | All Sources | DEU Certificate | OPM Certificate | PPP | Local Merit Prom. | Career Referral | Other | Unknown |
|---------------------|-------------|-----------------|-----------------|-----|-------------------|-----------------|-------|---------|
| (1) All Positions | 5,341 | 735 | | | | | | |
| (1a) U.S. Positions | 4,905 | 735 | | | | | | |
| (1b) L.N. Positions | 436 | 0 | | | | | | |

Average Number of Days

| | All Sources | DEU Certificate | OPM Certificate |
|---------------------------------|-------------|-----------------|-----------------|
| (A) from Action Initiated | 12.96 | 13.13 | 44. |
| (C) to Receipt in CPOC | | | |
| (A) from Action Initiated | 67.56 | 92.49 | 74. |
| (E) to Date Offer Accepted | | | |
| (A) from Action Initiated | 92.50 | 125.43 | 101. |
| (F) to Date Action Closed | | | |
| (A) from Action Initiated | 87.29 | 120.04 | 95. |
| (G) to Effective Date of Action | | | |
| (C) from Receipt in CPOC | 54.72 | 79.46 | 29. |
| (E) to Date Offer Accepted | | | |
| (C) from Receipt in CPOC | 53.86 | 78.30 | 29. |
| (D) to Date Offer Made | | | |
| (D) from Date Offer Made | 1.69 | 1.99 | 1. |
| (E) to Date Offer Accepted | | | |
| (B) from Receipt in CPOC/CPA | 60.40 | 86.11 | 31. |
| (E) to Date Offer Accepted | | | |
| (B) from Receipt in CPOC/CPA | 80.12 | 113.67 | 52. |
| (G) to Effective Date of Action | | | |

Number of
completed
actions



Average
days to fill
jobs



PRODUCTIVITY

CHANGES IN PRODUCTIVITY LANGUAGE

OLD: PERSACTION

- ✓ ID fill actions via:
Actions Requested
contains the word
“fill” or “recruit”
- ✓ Status History Codes
- ✓ SF-52 / SF-50
- ✓ Data Quality via QC Reports
& data correction
- ✓ Diagnostic Accept Code &
Business Flow Accept Code
- ✓ Hidden Inbox Mapping Codes

NEW: MDCPDS

- ✓ ID fill actions via:
NOA/LAC combination,
G07000 Event Code,
NOA Family Code
- ✓ Event History Codes
- ✓ RPA / NPA
- ✓ Data Quality via Closure Edits
prior to Update HR
- ✓ Exclusion Event Codes
(‘X Codes’)
- ✓ Visible & Expanded
Inbox Mapping Codes



PRODUCTIVITY

WHAT ARE THE SPECIALIST'S RESPONSIBILITIES?

- ✓ **Route RPAs.**
- ✓ **Determine NOA Family, NOA Code, Legal Authority Codes.**
- ✓ **Enter RPA Data (EDOA, SSN, NOA, Approval Date, etc.)**
- ✓ **Collect Event Data from the CPACs.**
- ✓ **Enter Event Codes.**
 - **Identify Fill Actions.**
 - **Identify Exclusions.**
 - **Vacancy Announcements, Referral Lists, Job Offers, Closures, Hold-For-RIF, other Staffing events.**
 - **Classification Reviews, Position Audits, other Class. events.**
- ✓ **Review RPA data quality (before & after closure).**
- ✓ **Pass Productivity Closure Edits.**
- ✓ **Complete RPAs (Update HR) or cancel RPAs (Red X).**





Productivity Training



✓ Introduction to Productivity

✓ **Event Codes**

- **About Event Codes**
- **General Event Codes**
- **Classification Event Codes**
- **Staffing Event Codes**
- **Event Code capture**
- **Exclusion Event Codes**
- **Local Event Codes**





EVENT CODES

About Event Codes

Event History

Events capture the workload associated with each RPA. Each kind of event has a unique code.

Codes and dates are entered manually by the specialist.

- ✓ **Classification Reviews**
- ✓ **Position Audits**
- ✓ **Vacancy Announcements**
- ✓ **Referral Lists**
- ✓ **Job Offers**
- ✓ **Many More ...**

EVENT HISTORY entries are essentially the same as **STATUS HISTORY** entries were in **PERSACTION**.

The specialist can use codes or event descriptions, based on personal preference.

Examples:

| | |
|-----------------|----------------------------|
| S09000 | FIRST REFERRAL LIST |
| S0500010 | OPM CERTIFICATE |
| S1600015 | JOB OFFER - PPP |
| C06000 | POSITION AUDIT |



EVENT CODES

About Event Codes

- Events have a **CODE**, a **DESCRIPTION**, plus 1 or 2 **DATES**.
- A **COMMENTS** field is available for each event entry. [up to 2000 characters]
- **CODES** begin with:
 - S=Staffing** **C=Classification** **G=General**
 - X=Exclusion** **L=Local** **Z=Senior Exec Service (SES) Actions**
- The user that currently 'has' the RPA can add, change, or delete event codes.
- Event codes can be pre-dated or post-dated.
- Duplicate event codes are allowed (but only one of each type of event can be open at a time). Workaround: Use the **COMMENTS** field to 'close' the event.
- Dates in multiple event codes can overlap. Example: overlapping clearances.
- Many event codes **added & deleted**. Many event codes are **unchanged** from how they existed as Status History Codes in the **PERSACTION** system.



EVENT CODES

About Event Codes

- There are two types of event codes:

- ✓ Workload Information.
- ✓ Data Flags.

- Sample events of each type:

Workload Events

C04000 realignment **G07000** fill action

C0300055 cursory review **X01000** exclusion

S01000 int. vacancy announcement **X02000** exclusion

S09000 referral **X03000** exclusion

S1600020 job offer LVA

G20000 PPI SF52 number

S1800020 job offer declined LVA
action

G30000 SES fill

These events use one or two dates

These events use only one date



EVENT CODES

General Event Codes

ADDED:

G07000 FILL ACTION

The
"Main Event"

DELETED:

G04000 ACTION COMPLETED

G05000

OTHER: RETRIEVED

DELETED:

G08000 BUSINESS FLOW - ACCEPT

G09000

DIAGNOSTIC ACCEPT

ADDED:

G30000 SES (FILL ACTION)

G30010 SES (NON-FILL ACTION)

Used by
SES Office

ADDED:

X01000 BY-PASS EDITS/RPA NOT COUNTED

X02000 BY-PASS EDITS/RPA COUNTED

X03000 DO NOT COUNT FOR PRODUCTIVITY

X04000 DO NOT COUNT FOR PRODUCTIVITY [restricted use]



EVENT CODES

General Event Codes

UNCHANGED:

G01000

RETURNED TO ORIG ***

G02000

IN PROCESS ***

G03000

PENDING EMP PROCESSING ***

*** Optional Codes (used at CPOC's discretion)



EVENT CODES

Classification Event Codes

DELETED:

| | |
|----------|----------------------------------|
| C0300015 | CLASS REVIEW (PEN & INK CHANGES) |
| C0300035 | CLASS REVIEW (RECLASSIFICATION) |
| C08000 | CLASS DECISION |

UNCHANGED:

| | |
|----------|--|
| C04000 | REALIGNMENT |
| C06000 | POSITION AUDIT |
| C0300055 | CLASS REVIEW (CURSORY REVIEW) |
| C0300005 | CLASS REVIEW (APPLIC. OF STND) |
| C0300025 | CLASS REVIEW (NEW POSITION) |
| C0300045 | CLASS REVIEW (CONSISTENCY REVIEW) |
| C01000 | ADVISORY DECISION TO/FROM MANAGEMENT *** |
| C010000 | JOB DESCRIPTION SIGNATURE *** |

ADDED:

| | |
|----------|--------------------------------------|
| C0300065 | CLASS REVIEW (RTN TO CLASSIFICATION) |
| C12000 | ORG TABLE BUILD TO/FROM DFAS/CSR *** |

*** Optional Codes (used at CPOC's discretion)



EVENT CODES

Staffing Event Codes

DELETED:

| | |
|-----------------|--------------------------|
| S16000 | JOB OFFER |
| S1600020 | JOB OFFER - LMP |
| S1600030 | JOB OFFER - OTHER |

UNCHANGED:

| | |
|-----------------|-------------------------|
| S1600005 | JOB OFFER - DEU |
| S1600010 | JOB OFFER - OPM |
| S1600015 | JOB OFFER - PPP |
| S1600025 | JOB OFFER - CREF |

ADDED:

| | |
|-----------------|--------------------------------------|
| S1600020 | JOB OFFER - LVA |
| S1600030 | JOB OFFER - DIR HIRE AUTH MED |
| S1600035 | JOB OFFER - LN |
| S1600040 | JOB OFFER - NONC |



EVENT CODES

Staffing Event Codes

DELETED:

| | |
|----------|----------------------------|
| S1800020 | JOB OFFER DECLINED - LMP |
| S1800030 | JOB OFFER DECLINED - OTHER |

UNCHANGED:

| | |
|----------|---------------------------|
| S1800005 | JOB OFFER DECLINED - DEU |
| S1800010 | JOB OFFER DECLINED - OPM |
| S1800015 | JOB OFFER DECLINED - PPP |
| S1800025 | JOB OFFER DECLINED - CREF |

ADDED:

AUTH MED

| | |
|----------|-------------------------------|
| S1800020 | JOB OFFER DECLINED - LVA |
| S1800030 | JOB OFFER DECLINED - DIR HIRE |
| S1800035 | JOB OFFER DECLINED - LN |
| S1800040 | JOB OFFER DECLINED - NONC |



EVENT CODES

Staffing Event Codes

ADDED:

| | |
|-----------------|--|
| S2000005 | JOB OFFER RESCINDED - DEU |
| S2000010 | JOB OFFER RESCINDED - OPM |
| S2000015 | JOB OFFER RESCINDED - PPP |
| S2000020 | JOB OFFER RESCINDED - LVA |
| S2000025 | JOB OFFER RESCINDED - CREF |
| S2000030 | JOB OFFER RESCINDED - DIR HIRE AUTH MED |
| S2000035 | JOB OFFER RESCINDED - LN |
| S2000040 | JOB OFFER RESCINDED - NONC |



EVENT CODES

Staffing Event Codes

➤ J OB OFFER Event Codes:

- Every fill action must have a J OB OFFER event.

| | | |
|----------|--------------------------------|--|
| S1600005 | J OB OFFER - DEU | [DEU certificate] |
| S1600010 | J OB OFFER - OPM | [OPM certificate] |
| S1600015 | J OB OFFER - PPP | [priority placement program] |
| S1600020 | J OB OFFER - LVA | [local vacancy announcement; replaced J OB OFFER - LMP] |
| S1600025 | J OB OFFER - CREF | [career referral] |
| S1600030 | J OB OFFER - DIR HIRE AUTH MED | [medical direct hire] |
| S1600035 | J OB OFFER - LN | [<u>competitive</u> local national; replaced J OB OFFER - OTHER] |
| S1600040 | J OB OFFER - NONC | [non-competitive; replaced J OB OFFER - OTHER] |

↑
Fill Source



EVENT CODES

Staffing Event Codes

➤ Using J OB OFFER Event Codes:

- An RPA can have multiple **J OB OFFER** events.
- Event start date = '**offer date**'. Event end date = '**accept date**'.
 - Only the final J OB OFFER event is used for offer & commit dates. [Final 'acceptance date' becomes the commit date].
- If job offer is declined, put the declination date in date-2 of J OB OFFER, and add a separate **J OB OFFER DECLINED** event, with the same date in date-1.
 - If employee accepts a job, then declines it at a later time, the J OB OFFER DECLINED event will have the later date; the J OB OFFER event will retain the original "acceptance" date.
- Use a **J OB OFFER RESCINDED** event to rescind a job offer.



EVENT CODES

Staffing Event Codes

➤ Using J OB OFFER Event Codes, continued:

- J OB OFFERs with a **competitive** fill-source of OPM, DEU, PPP, LVA, CREF, MED, and LN have distinct OFFER and COMMIT dates.
- For **NONC** (**non-competitive**) J OB OFFERs, OFFER and COMMIT dates will be based on either a *bona fide* job offer, or the date the action meets all legal and regulatory sufficiency (i.e., PPP clearance, qualifications verification).
 - With NONC, the offer & commit will normally be the same date.
 - Some types of non-competitive actions:
 - ◆ Reassignments
 - ◆ Change to Lower Grade
 - ◆ Position Change
 - ◆ Transfers



EVENT CODES

Staffing Event Codes

DELETED: **S19000** **CLEARANCE**

ADDED:

| | |
|-----------------|--|
| S1900005 | SECURITY INVESTIGATION |
| S1900010 | STATE CRIMINAL HISTORY REPOSITORY CHECK |
| S1900015 | 180-DAY RETIRED MILITARY WAIVERS |
| S1900020 | CREDENTIALLING REQUIREMENT |
| S1900025 | DRUG TESTING |
| S1900030 | PHYSICAL EXAMINATIONS |
| S1900035 | POLICE CHECKS |
| S1900040 | OTHER PRE-EMPLOYMENT CLEARANCES |
| S1900045 | PROCESS/VALIDATE ACQ CORP MEMBERSHIP |
| S1900050 | SELECTION APPROVAL PROCESS |
| S1900055 | ACTIVE DUTY MIL RELEASE/RECALL DELAY |



EVENT CODES

Staffing Event Codes

DELETED:

S08610 CAREER PROGRAM REF LIST - SENT
S07000 PPP

UNCHANGED:

S09000 FIRST REFERRAL LIST
S11000 SECOND REFERRAL LIST
S13000 THIRD REFERRAL LIST
S0500010 OPM CERTIFICATE
S0500020 DEU CERTIFICATE
S085000 CAREER PROGRAM REF LIST - REQ
S17000 HOLD FOR RIF
S01000 INTERNAL VACANCY ANNOUNCEMENT ***
S03000 EXTERNAL VACANCY ANNOUNCEMENT ***

ADDED:

SL07000 PPP
S21000 JOB OFFER NEGOTIATION
S06000 DIR HIRE AUTH MED CANDIDATE IDENTIFIED ***

*** Optional Codes (used at CPOC's discretion)



EVENT CODE CAPTURE

A SAMPLE RPA. NOTE THE “HISTORY” AND “OTHERS...” BUTTONS.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Request for Personnel Action (Recruit/Fill, Routing Group: PAC_REGION)

Change Family Refresh Status AUTHORIZED < Prev Page 1 of 4 Next >

PART A - Requesting Office

1 Actions Requested
Recruit/Fill

2 Request Number
00JUN5EVW1KCAA0135

3 For Additional Information Call (Full Name)
Telephone Number 4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name)
Title Request Date

6 Action Authorized By (Full Name)
Title Concurrence Date

Alexander, Gary L. COMPUTER SPECIALIST 06-JUN-2000

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION

5-A Code 5-B Nature of Action

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

SECOND ACTION

6-A Code 6-B Nature of Action

6-C Code 6-D Legal Authority

6-E Code 6-F Legal Authority

History Extra Information Person Position Others...

Count: *1

Routing
History

Event
History



EVENT CODE CAPTURE

- **Before** you add events, bring up the **ROUTING HISTORY** window, using the **"HISTORY"** button.
- **View the Routing History** to ensure that your event dates will be **correct**.

| Username | Groupbox Name | Routing List Name | Seq. | Date Notification Sent | |
|--------------|---------------|-------------------|------|------------------------|-----|
| | MIKE/COSD | | | 13-MAR-2001 | Rec |
| AMY.ADAMS/C | | | | 13-MAR-2001 | Rec |
| Y.ABBEY/COF | | | | 26-OCT-2000 | Rec |
| BETH.RABORN | | | | 15-SEP-2000 | Rec |
| BETH.RAINEY, | | | | 15-SEP-2000 | Rec |
| BETH.RAINEY, | | | | | Rec |

1. BETH.RAINEY/MGR **15-SEP-2000**

2. BETH.RABORN/CPG **15-SEP-2000**

3. AMY.ABBEY/COF **26-OCT-2000**

Date RPA
Entered
current inbox

Date RPA
Entered
CPOC

Date RPA
Initiated



EVENT CODE CAPTURE

- Bring up Event History Window by using the “**OTHERS...**” button, then selecting “Event History” from the list of values.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Request for Personnel Action (Recruit/Fill, Routing Group: PAC_REGION)

Change Family Refresh Status AUTHORIZED < Prev Page 1 of 4 Next >

PART A - Requesting Office

1 Actions Requested 2 Request Number

Recruit/Fill JUN5EYVW1KCAA013506

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name)

Alexander, Gary L

PART B - For Preparation of SF 50

1 Last Name

2 Social Security Number

FIRST ACTION

5-A Code 5-B Nature of Action

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

Navigation Options

Find %

Assignment Extra Information

Corrected Personnel Action Request

Event History

Person Extra Information

Position Description Cover Sheet

Position Extra Information

Special Info

Core doc

Resumix-Requisition

Finance Information

Find OK Cancel

History Extra Information Person Position Others...

Choices in list: 10
Count: *1

Choose "Event History"

- Don't use the “**EVENT HISTORY**” button on the Maintain Position Window.



EVENT CODE CAPTURE

EMPTY EVENT HISTORY WINDOW.

The screenshot shows a software window titled 'Privacy Act of 1974' with a menu bar (Action, Edit, Query, Go, Folder, Special, Help, Window) and a toolbar. The 'Event History' window is open, displaying a table with the following columns: Event Code, Event Description, Category Code, Start Date, and Start Date Description. The 'Start Date' column contains the value '06-JUN-2000'. A callout bubble points to the 'LOV' button in the toolbar, with the text 'Type a code or use LOV button'.

| Event Code | Event Description | Category Code | Start Date | Start Date Description |
|------------|-------------------|---------------|-------------|------------------------|
| | | | 06-JUN-2000 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Buttons at the bottom: History, Extra Information, Person, Position, Others...

FRM-40350: Query caused no records to be retrieved.
Count: "0" <List>



EVENT CODE CAPTURE

SELECT AN EVENT CODE FROM THE LIST OF VALUES.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Event History

| Event Code | Event Description | Category Code | Start Date | Start Date Description |
|------------|-------------------|---------------|-------------|------------------------|
| | | | 06-JUN-2000 | |

Event Code

Find %

| Event Code | Event Description |
|------------|--------------------------------------|
| C01000 | ADVISORY DECISION TO/FROM MANAGEMENT |
| C0300005 | CLASS REVW (APPLIC. OF STND) |
| C0300025 | CLASS REVW (NEW POSITION) |
| C0300045 | CLASS REVW (CONSISTENCY REVIEW) |
| C0300055 | CLASS REVW (CURSORY REVIEW) |
| C04000 | REALIGNMENT |
| C06000 | POSITION AUDIT |
| C10000 | JOB DESCRIPTION SIGNATURE |
| G01000 | RETURNED TO ORIG |
| G02000 | IN PROCESS |
| G03000 | PENDING EMP PROCESSING |
| G07000 | FILL ACTION |
| G08000 | BUSINESS FLOW - ACCEPT |
| G09000 | DIAGNOSTIC - ACCEPT |
| S01000 | INTERNAL VACANCY ANNOUNCEMENT |
| S03000 | EXTERNAL VACANCY ANNOUNCEMENT |
| S0500010 | OPM CERTIFICATE |
| S0500020 | DEU CERTIFICATE |
| S07000 | PPP |
| S08500 | CAREER PROGRAM REF LIST - REQ |

Find OK Cancel

History Extra Information Person Position Others...

Choices in list: 41
Count: *0 <List>

Events can be sorted by Code or Description

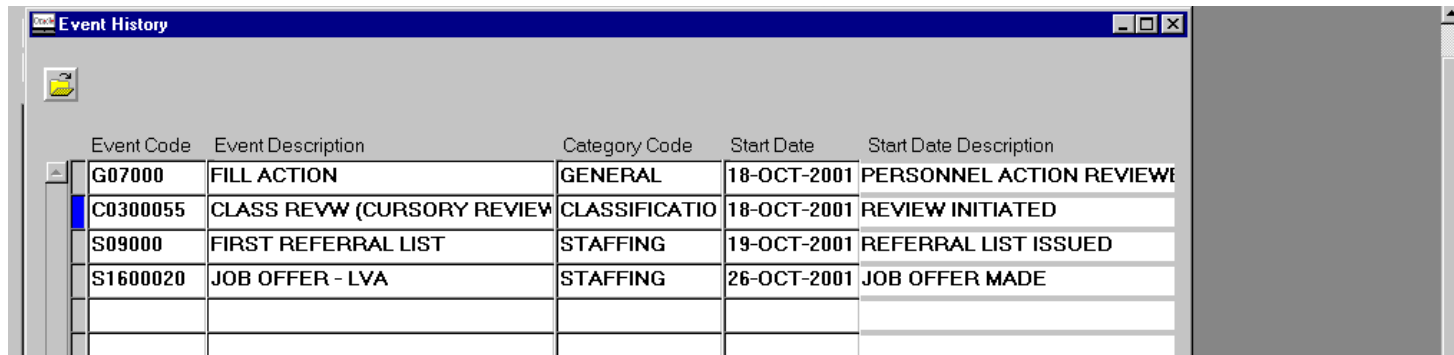
The list can be narrowed

HQDA Codes and Local Codes are listed



EVENT CODE CAPTURE

EVENT HISTORY WINDOW WITH DATA.



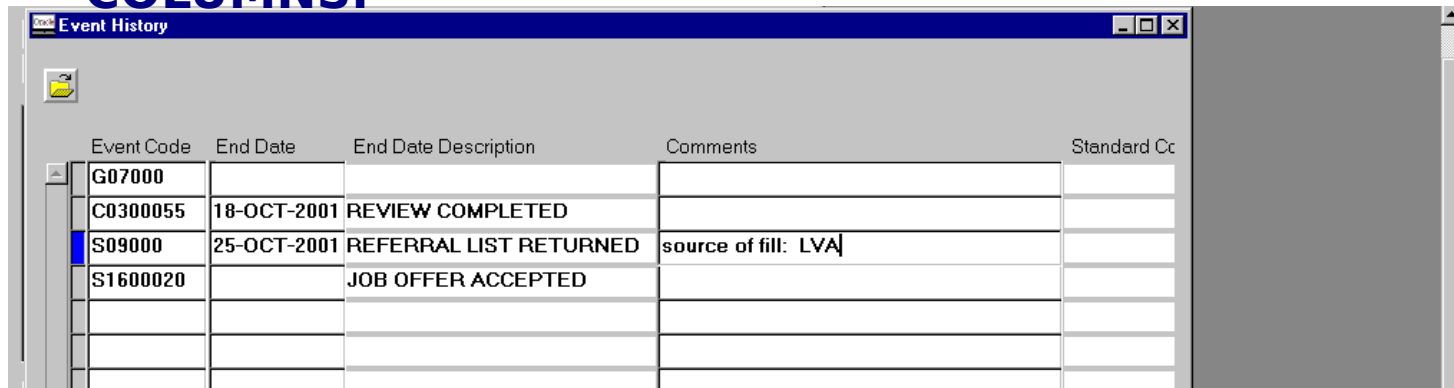
| Event Code | Event Description | Category Code | Start Date | Start Date Description |
|------------|----------------------------|---------------|-------------|-------------------------|
| G07000 | FILL ACTION | GENERAL | 18-OCT-2001 | PERSONNEL ACTION REVIEW |
| C0300055 | CLASS REVW (CURSORY REVIEW | CLASSIFICATIO | 18-OCT-2001 | REVIEW INITIATED |
| S09000 | FIRST REFERRAL LIST | STAFFING | 19-OCT-2001 | REFERRAL LIST ISSUED |
| S1600020 | JOB OFFER - LVA | STAFFING | 26-OCT-2001 | JOB OFFER MADE |
| | | | | |
| | | | | |

- Event **START DATE** defaults to current date.
 - ✓ Start Date can be left as-is, or can be pre-dated or post-dated.
- Dates must be entered in **dd-mmm-yyyy** format.
- List-of-values in date fields displays a calendar.



EVENT CODE CAPTURE

SCROLL RIGHT TO VIEW ALL EVENT HISTORY COLUMNS.



| Event Code | End Date | End Date Description | Comments | Standard Cc |
|------------|-------------|------------------------|---------------------|-------------|
| G07000 | | | | |
| C0300055 | 18-OCT-2001 | REVIEW COMPLETED | | |
| S09000 | 25-OCT-2001 | REFERRAL LIST RETURNED | source of fill: LVA | |
| S1600020 | | JOB OFFER ACCEPTED | | |
| | | | | |
| | | | | |
| | | | | |

- Event **END DATE** defaults to blank.
 - ✓ End Date can be set to current date, past date, or future date.
- Event requires end date if “End Date Description” is present.
- **COMMENTS** can be used as desired, except with ‘pipeline’ events.
 - ✓ With pipeline events, COMMENTS is where data is stored.



EXCLUSION EVENT CODES

- **Four exclusion event codes have been established, to provide a workaround for productivity anomalies:**

- ◆ **X01000 - bypass edits/RPA not counted for productivity.**
- ◆ **X02000 - bypass edits/RPA counted for productivity.**
- ◆ **X03000 - do not count for productivity.**
- ◆ **X04000 - do not count for productivity. [HQDA use only]**

- **These events are also called the "X" Codes.**



EXCLUSION EVENT CODES

- Exclusion event codes apply mainly to **Fill Actions**.
- Exclusion codes don't bypass the Productivity Closure Edits.
- Exclusion event codes only require 1 date. Leave the date as-is. [The system will automatically use the current date].
- CPOCs are not required to provide an explanation for each use of the "X" codes, but use of the COMMENTS field is recommended.



EXCLUSION EVENT CODES

X01000 Bypass edits/RPA not counted for productivity.

- ◆ **What will it do?:**

- While an action is open, it will be flagged as a **non-fill** action.
- Once the action is closed, it will be flagged as a **canceled, non-fill** action.

- ◆ **When do I use it?: To flag an RPA that will be canceled (“Red X’d”) and replaced with a new fill action RPA. The X01000 event flag will prevent double counting.**



EXCLUSION EVENT CODES

X03000 Do not count for productivity.

- ◆ **What will it do?:** Whether open or closed, the action will be flagged as a **non-fill** action.
- ◆ **When do I use it?:** To override NOA/LAC codes or NOA Family codes we don't want counted as fills.

NOA/LAC codes may need to be overridden for closed actions.

NOA Family codes may need to be overridden for open actions.

Examples of actions that might need to be overridden:

- **"Position Establish" RPAs that are *not* fill actions.**
- **Overseas family member appointments.**
- **Overseas limited appointments.**
- **VRA appointments.**



EXCLUSION EVENT CODES

X04000 Do not count for productivity.

- ◆ For use by the **HQDA Productivity Team** only.
- ◆ What will it do?: **The exact same thing as the X01000 code.**
- ◆ When does HQDA use it?: To flag an RPA that had to be canceled by technical intervention by the HQDA Productivity Team. This will distinguish the action from an RPA canceled by a specialist through the use of the X01000 code.



EXCLUSION EVENT CODES

X02000 Bypass edits/RPA counted for productivity.

- ◆ Replaces “DIAGNOSTIC ACCEPT” and “BUSINESS FLOW ACCEPT”.
- ◆ What will it do?: **Prevent the action from being counted as “bad” on the Quality Control Report, if the RPA failed certain Quality Control Filters.**
- ◆ When do I use it?:
 - To flag an RPA created to replace another RPA when the Update HR function did not consummate the original action and the *original RPA* was canceled and/or flagged with an **X01000** event code.
 - To flag an RPA created as a result of a decision, order, or settlement agreement reached under third party procedures. This RPA will have “bad” event history dates.
 - To flag an RPA initiated in the CPOC as a result of workflow issues (i.e., employee rotates to installation before RPA was initiated). This RPA will have pre-dated event history dates.



LOCAL EVENT CODES

- **CPOCS MAY DEVELOP & USE LOCAL EVENT CODES,
WITH THREE CONSTRAINTS:**

1. Local event codes are **FULLY SUBJECT to the Productivity Closure Edits.**

2. Local event codes must begin with “L”.

- ◆ **The second position of the event code may be any value.**

Recommendation: “C”, “S” or “G”.

3. Local event codes cannot SUPERCEDE or CONFLICT WITH HQDA mandatory event codes.

- ◆ **Example: no local **REFERRAL LIST** or **JOB OFFER** codes.**



LOCAL EVENT CODES

➤ **Some local events in use at a CONUS region:**

| | | |
|---------|-----------------------------------|---------------------------|
| LC07000 | PENDING POSITION BUILD | |
| LS02000 | CLEARING SCF / REQUISITIONING PPP | |
| LS03000 | TO BE ANNOUNCED | |
| LS04000 | SELECTEE INELIGIBLE | {DATE INELIGIBLE} |
| LS05000 | SELECTION REVIEW | {DATE SELECTION REVIEWED} |
| LS06000 | COMMITMENT TO CPAC | {DATE SENT TO CPAC} |

➤ **Some local events in use at an OCONUS region:**

| | |
|---------|--------------------------|
| LS01000 | SPECIAL VAC ANNOUNCEMENT |
| LS01030 | OCA |

| | |
|---------|------------------|
| LS01050 | FWD TO US ESD |
| LS01060 | FWD TO PM&C |
| LS01100 | ENGLISH TEST |
| LS01120 | CANCELED BY MGMT |

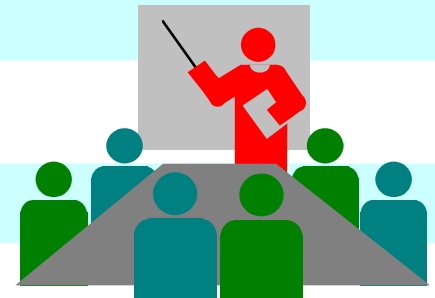


Productivity Training

✓ Introduction to Productivity

✓ Event Codes

✓ **Identifying Fill Actions**





IDENTIFYING FILL ACTIONS

- Most productivity measurements are made against fill actions.
- An RPA is either a **FILL** or a **NON-FILL** action.
- An RPA is either **OPEN**, **COMPLETED**, or **CANCELED**.
- Different criteria are used for determining if an action is a fill action, depending upon whether the RPA is **OPEN**, **COMPLETED**, or **CANCELED**.



IDENTIFYING FILL ACTIONS

OPEN

Open fill actions are identified exclusively by:

1. the presence of the **G07000 FILL ACTION** event code in the RPA's data,

...AND/OR...

2. the NOA Family Code of the RPA is (or ever was):

- ◆ Appointment
- ◆ Recruit/Fill
- ◆ Position Establish
- ◆ LN Appointment [OCONUS actions]

..... not by the presence or absence of NOA/LAC codes.



IDENTIFYING FILL ACTIONS

OPEN

- ◆ **WHY do we need the G07000 code?**
 - **NOA/LAC codes are filled in just before Update HR.**
 - **NOA Family Code changes during life of RPA.**
 - **NOA Family Code is reliable in indicating 'fill' in only a few cases (appointment, recruit/fill, posn. establish).**
- ◆ **The G07000 FILL ACTION event code should be entered at the earliest date possible. Can be added by classifiers or staffers (or by CPAC if business process rules allow).**
- ◆ **HQDA policy: err on the side of over-identification.**
- ◆ **The G07000 event code requires only 1 date. Leave the date as-is. [The system will automatically use the current date].**
- ◆ **The code can be removed if the RPA is determined to no longer be a fill action.**



IDENTIFYING FILL ACTIONS

COMPLETED Completed fill actions are identified exclusively by the presence of specific **NOA/LAC codes**, not by the presence (or absence) of the G07000 event code.

Fill Action NOA codes:

1xx {most, but not all 1xx appointment actions}

5xx* {most, but not all 5xx conversion actions}

702*, 703*, 713*, 721*, 740*, 741, 769*

59TA, 59TT, 59RE, 5974, 5980, 59IC, 59CI

*** certain LAC codes are treated as exceptions**

CANCELED Canceled (withdrawn) fill actions are identified by a combination of the criteria for OPEN and COMPLETED fill actions.



IDENTIFYING FILL ACTIONS

➤ **The following NOA Families include NOA/LAC combinations which potentially qualify as fill actions:**

- | | |
|-------------------------------|---------------------------|
| ✓ Appointment Office | ✓ Change of Appointing |
| ✓ Salary Change | ✓ Extension of NTE |
| ✓ Reassignment Process Method | ✓ Extension of NTE |
| ✓ Conversion to Appointment | ✓ Position Change |
| ✓ Transfer Interagency Method | ✓ Position Change Process |

✓ LN_XXXXXXXXXX

- ✓ DOD Correction Process-002
- ✓ DOD Pers Action Reconstruct-911

➤ **These NOA Families are treated as exceptions (see next slide):**

✓ LN Reconstruct History



IDENTIFYING FILL ACTIONS

FILL ACTION EXCEPTIONS

The Productivity Database will automatically flag these actions as **non-fill**, overriding the G07000 & NOA/LAC codes:

Actions with NOA Family Code =

- » **DOD Correction Process-002** [code: CORRECT_PM, LN_CORRECT_PM]
- » **DOD Pers Action Reconstruct-911** [code: RECREATE_RCD_PM]
- » **LN Reconstruct History** [code: LN_RECONSTRUCT_PM]

...AND/OR...

Actions with one of these Exclusion Event Codes present:

- » **X01000 BY-PASS EDITS/RPA NOT COUNTED**
- » **X03000 DO NOT COUNT FOR PRODUCTIVITY**
- » **X04000 DO NOT COUNT FOR PRODUCTIVITY**



IDENTIFYING FILL ACTIONS

Using DOD CORRECTION and 911 RECONSTRUCT Actions

| Required Update | ORACLE correction | DOD correction | 911 DOD Reconstruct | Pseudo SF50 | CIVDOD Personnelist Payroll Regen | HR Fed Mgr Payroll Regen |
|--|-------------------|----------------|---------------------|-------------|-----------------------------------|--------------------------|
| Correct the original info changed on an action processed in MDCPDS (includes 911 Reconstructs) and <u>does not</u> impact previous actions | X | | | | | |
| Correct the original info changed on an action processed in MDCPDS (includes 911 Reconstructs) and <u>does</u> impact previous actions | | X | | | | |
| Correct any info changed on any action processed in MDCPDS or Legacy. Will create that action in MDCPDS (see separate logic table for exclusions) | | X | | | | |
| Create an action that does not exist in MDCPDS that needs to be added, cancelled, or corrected via ORACLE correction. Impacts current appointment. OR Add an action to MDCPDS that impacts current appointment that should <u>NOT</u> flow to payroll | | | X | | | |
| Create an action that does not exist in MDCPDS or DCPDS that needs to be added, cancelled or corrected. NO impact on current appointment. SF50 only | | | | X | | |
| DCPS only (Reflows same info as original action) | | | | | X | |
| DCPS only (Reflows NOA with changed information) MDCPDS is correct | | | | | | X |



Productivity Training

✓ Introduction to Productivity

✓ Event Codes

✓ Identifying Fill Actions

✓ **Routing RPAs**

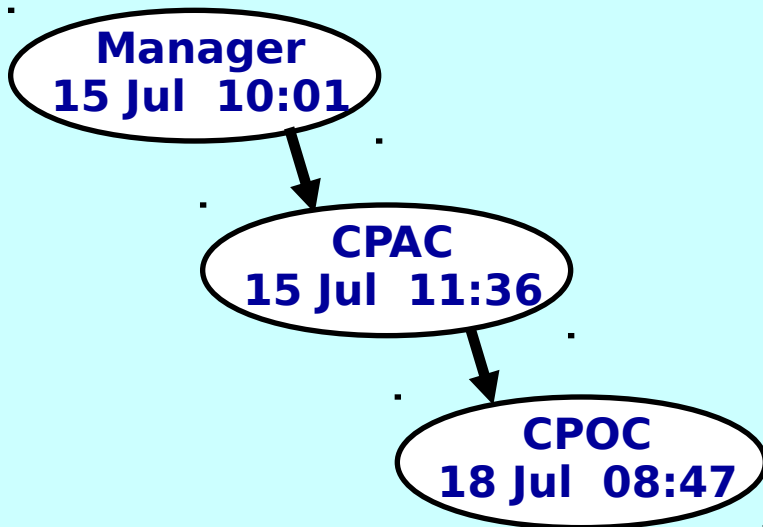




RPA ROUTING

Routing History

RPAs are routed from inbox to inbox. Each inbox is “mapped” to a specific category, using a code.



ROUTING HISTORY entries are essentially the same as COORDINATION entries were in PERSACTION.

The date and time an RPA is routed is automatically captured.

An RPA can be routed to a personal inbox, or to a groupbox.

Updating HR is also considered a ‘routing’.

INBOX MAPPING CODES are used to categorize each inbox.



INBOX MAPPING CODES

- Codes are part of User-ID (personal inbox) and Groupbox names.
- Codes are captured in RPA's Routing History.

3-Character ROUTING IDENTIFIER CODE [mandatory]

1-Character INBOX TYPE CODE [optional]

- A forward slash "/" identifies where the codes begin.
- Sample User-IDs and Groupboxes:

SMITHJ/MGR

SMITHJ/MGRN

JOAN.SMITH/MGA

ADAMSB/COC

XYZ-PAC-TEAM-1/CPGD

STAFF-2-HOLD/COSH

PAC-B7/COPN

GROUP4/COS



INBOX MAPPING CODES

YOU SEE THEM IN THE USERNAMES & GROUPOX NAMES.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Civilian Request for Personnel Action: 18-OCT-2001 (Recruit/Fill, Routing Group: CIVDODHR)

Request for Personnel Action - Routing History: 18-OCT-2001 (/)

Routing History

| Username | Groupbox Name | Routing List Name | Seq. | Date Notification Sent | Farr |
|-------------|---------------|-------------------|------|------------------------|------|
| AMY.ABBEY/C | | | | 18-OCT-2001 | Rec |
| AMY.ABBEY/C | | | | 18-OCT-2001 | Rec |
| | AMY/COFD | | | 18-OCT-2001 | Rec |
| | AMY/COFD | | | 18-OCT-2001 | Rec |
| AMY.ABBEY/C | | | | 18-OCT-2001 | Rec |
| | AMY/COFD | | | 25-APR-2001 | Rec |
| RUSS.ONEY/W | | | | 25-APR-2001 | Rec |
| RUSS.ONEY/W | | | | | Rec |

Editor

AMY.ABBEY/COF

Search OK Cancel

5-E Code 5-F Legal Authority 6-E Code 6-F Legal Authority

History Extra Information Person Position Others...

Field is protected against update. Press F10 or Ctrl+q to cancel.
Count: *8



INBOX MAPPING CODES

● ROUTING IDENTIFIER CODES:

COC = CPOC CLASSIFICATION
COS = CPOC STAFFING - CONUS
COF = CPOC STAFFING - OCONUS
COP = CPOC PROCESSING

CPG = CPAC GENERALIST

NAF = NAF SPECIALIST
SES = SES OFFICE SPECIALIST
EEO = EEO OFFICE USER

NOM = NOT MAPPED

MGR = MANAGER
MGA = ADMIN
MGP = PSEUDO MANAGER

RMM = MANPOWER
RMB = BUDGET

RSC = CPOC TECHNICAL
OTH = OTHER

● INBOX TYPE CODES:

N = NORMAL **H = HOLD**
D = DISTRIBUTION **S = SUSPENSE**



INBOX MAPPING CODES

➤ CPOC (Operations Center) Codes:

- **COC** - Classification. **SCHMIDTB/COC**
- **COS** - Staffing at CONUS locations. **NE_STAFF_2/COS**
- **COF** - Used at OCONUS locations, or when a CONUS CPOC has a dedicated Staffing branch/team for filling OCONUS jobs.
- **COP** - Includes personnel action clerks, and any other non-Staffing, non-Classification inbox in the CPOC. Also used for "gatekeeper" inboxes.
- **RSC** - Regional Service Center. For CPOC non-functionals.

➤ Other Functional Community Codes:

- **CPG** - CPAC Generalist **XYZ_SC_BRAGG/CPGD**
- **NAF** - NAF Personnel Specialist **OLEARYL/NAF**
- **SES** - SES Office Personnel Specialist **J ONESS/SES**
- **OTH** - "Other", for non-CPOC and non-CPAC users at HQDA & DOD.
- **EEO** - Equal Employment Opportunity Office users (of Complaints module).



INBOX MAPPING CODES

➤ Management Codes:

- **MGR** - Line manager. **LEEM/MGR**
- **MGA** - Includes any offices/individuals at installation level required to see or approve the RPA, including:
 - ✓ Commander.
 - ✓ Union.
 - ✓ EEO.
- **MGP** - For CPOC/CPAC specialists that must initiate RPAs, acting as a pseudo-manager. This is used so the "management" time doesn't count against the CPOC.

➤ Resource Management Codes:

- **RMM** - Manpower. **ANDREWSG/RMM**
- **RMB** - Budget. **SW_BUDGET_OFC/RMB**



INBOX MAPPING CODES

➤ Inbox Type Codes:

- **D** - Distribution Inbox. Staging area inboxes (normally groupboxes).
 - ✓ COPD - CPOC Gatekeeper Inbox WEST_CPOC/COPD
 - ✓ CPGD - CPAC Gatekeeper Inbox XYZ-NC-REDSTONE/CPGD
 - ✓ COCD - Classification Distribution Inbox TEAM2/COCD
 - ✓ COFD - Staffing Distribution Inbox GROUP-A/COFD
- **H** - Hold Inbox. NE_CLASS_1/COCH
- **S** - Suspense Inbox. SYKESW/COSS
- **N** - "Normal" Inbox. Means inbox is not for Hold, Suspense, or Distribution. If inbox type codes are not used by a particular region, (or the code is missing) "N" is assumed.
 - ✓ "Normal" Personal Inbox WASHINGTON/MGRN
 - ✓ "Normal" Groupbox TEAMC/COSN



INBOX MAPPING CODES

- **Inbox Names that *don't* use Inbox Mapping Codes:**
 - ✓ **WGIPERSONNEL** groupbox
 - ✓ **CAO** groupbox
 - ✓ **GHRWFADMIN** groupbox
 - ✓ **CHECK.ACTION** personal inbox

- **NOM - Not Mapped.** "NOM" + "N" is the default code in the **Productivity Database**. Used when inbox name has...
 - ✓ **Missing** inbox mapping code.
 - ✓ **Missing** forward slash ("/").
 - ✓ **Invalid** or misspelled inbox mapping code.

- **"COP" + "N" is the default code when computing fill-time.**
 - **This means time in inboxes with missing or invalid codes is counted against the CPOC ****



Productivity Training

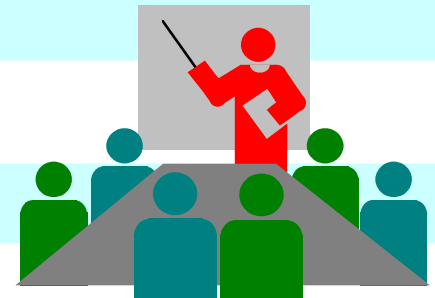
✓ Introduction to Productivity

✓ Event Codes

✓ Identifying Fill Actions

✓ Routing RPAs

✓ **Productivity (Closure) Edits**





CLOSURE EDITS

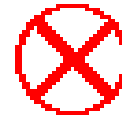
- **Quality Control Process** Built into MDCPDS. a.k.a. Productivity Edits.
- **Why Closure Edits?** Because an RPA cannot be reopened after it is closed.
- Edits are invoked **ONLY** when the Update HR function is performed.
- Closure edits fire ****BEFORE**** other MDCPDS edits. When other MDCPDS edits fire, you know all productivity edits have been "passed".
- Closure edits can be turned **off** by the CPOC. Edits are all on or all off.
- Other MDCPDS edits still apply, even if Closure Edits are off.
- Closure edits fire one at a time. {Fix it, try again}



CLOSURE EDITS

- Edits for fill actions, and a few for non-fill actions.
- Two types: MANDATORY & WARNING

➤ MANDATORY - must be corrected.



OK

➤ WARNING - user notification, but action can be processed.



YES

NO

- There are 12 edits.....9 mandatory, 3 warning.
- When the edits fail, a message box appears.

CIV_PROD_MAN_1_3

CIV_PROD_WAR_1_5

- Productivity edits will fire only if

NOA FAMILY = "APPOINTMENT"
NOA FAMILY = "REALIGNMENT"
G07000 Event Code is present

NOA FAMILY = "POSITION CHANGE"
NOA FAMILY = "POSITION ESTABLISH"
NOA FAMILY = "POSITION REVIEW"



CLOSURE EDITS

➤ FILL ACTIONS:

- 10 EDITS (7 MANDATORY, 3 WARNING).

FILL ACTION MANDATORY & WARNING EDITS FIRE WHEN:

- ◆ The RPA's ACTION REQUESTED (NOA FAMILY) is "**APPOINTMENT**".
-OR-
- ◆ The RPA's data includes event code **G07000 FILL ACTION**.



CLOSURE EDITS

➤ FILL ACTIONS, *continued*:

● MANDATORY EDITS:

- ◆ 1.1 Any Event Code **Start Date** must be prior to its **End Date**.
 - ◆ 1.2 If any Event Code requires two dates, both must be present.
 - ◆ 1.8 Any Event Code **End Date** must not be later than RPA's **Close Date**.
 - ◆ 1.3 A J OB OFFER Event Code must be present.
 - ◆ 1.5 J OB OFFER End Date (**Commit Date**) must not be later than the RPA's **Effective Date**.
- ◆ 1.6 PPP Event **Start Date** must not be prior to **CPOC/CPAC Entry**.
 - ◆ 1.7 PPP Event **End Date** must not be later than J OB OFFER Event **Start Date**.

These are
broken



CLOSURE EDITS

➤ FILL ACTIONS, *continued*:

● WARNING EDITS:

- ◆ 1.1 Any Event Code **Start Date** SHOULD NOT be prior to RPA **Initiation Date**.
- ◆ 1.2 Any Event Code **Start Date** SHOULD NOT be prior to **CPOC Entry Date**.
- ◆ 1.5 No other Event Codes should start after J OB OFFER Event Code **End Date**.



CLOSURE EDITS

➤ **FILL ACTIONS, *continued*:**

- **Why do we need to flag actions with the **G07000** code to make the Fill Action Edits fire?**
 - ◆ **While the "APPOINTMENT" NOA FAMILY includes the vast majority of **NOA 1xx** actions, some NOA 1xx actions can fall under other NOA FAMILY Codes (example: "TRANSFER INTERAGENCY")**
 - ◆ **Many FILL ACTION NOAs do not fall under the "APPOINTMENT" NOA FAMILY.**

Examples:

- | | |
|------------------------------|-------------------------------------|
| ◆ 500 Conversion to Career | [under "CONVERSION TO APPOINTMENT"] |
| ◆ 702 Promotion | [under "SALARY CHANGE"] |
| ◆ 713 Change to Lower Grade | [under "SALARY CHANGE"] |
| ◆ 721 Reassignment | [under "REASSIGNMENT"] |
| ◆ 740 Position Change | [under "POSITION CHANGE"] |
| ◆ 769 Extension of Promotion | [under "EXTENSION OF NTE"] |
| ◆ 5974 Change in Tariff | [under "REASSIGNMENT"] |



CLOSURE EDITS

➤ FILL ACTIONS, CONTINUED:

- **IMPORTANT:** Mandatory Edits 1.6 and 1.7 are broken; as a workaround, use event code: **"SL07000"** instead of **"S07000"**.
 - ◆ Productivity edits 1.6 & 1.7 won't fire when using SL07000, but the system will allow you to update HR.
- **IMPORTANT:** The Productivity Edits don't discriminate between HQDA standard events & local events--they will edit both types of events.
- **IMPORTANT:** Warning Edit 1.5 will fire even if the event code with dates after the J OB OFFER end date is a CLEARANCE event (S19000xx), or a Classification Event.
- **IMPORTANT:** Exclusion event codes don't "bypass edits" yet; productivity edits will fire even if exclusion event codes are present.
- **IMPORTANT:** The fill action edits become confused by multiple job offers.
- **IMPORTANT:** The presence of a J OB OFFER DECLINED event doesn't override the fill action edits.



CLOSURE EDITS

➤ REALIGNMENT ACTIONS:

- 1 EDIT (MANDATORY).
- EDIT: 2.1 Realignment Action must have a REALIGNMENT Event Code present.

REALIGNMENT ACTION MANDATORY EDIT FIRES WHEN:

- ◆ The RPA's ACTION REQUESTED (NOA FAMILY) is "**REALIGNMENT**".

- **IMPORTANT:** The long-standing bug with realignment edit has been fixed, so the edit will not fire when a MASS REALIGNMENT is processed.



CLOSURE EDITS

➤ CLASSIFICATION ACTIONS:

- 1 EDIT (MANDATORY).
- EDIT: 3.1 Classification Action must have a CLASS REVW - XXXXX Event Code present.

CLASSIFICATION ACTION MANDATORY EDIT FIRES WHEN:

- ◆ The RPA's ACTION REQUESTED (NOA FAMILY) is "POSITION CHANGE", "POSITION ESTABLISH", or "POSITION REVIEW".
-
- **IMPORTANT:** A POSITION CHANGE action can also be a fill action; if G07000 event is present, fill action closure edits will also fire.



TRIGGERING THE PRODUCTIVITY EDITS

CLICK ON “SAVE” BUTTON, THEN ANSWER “YES” TO ROUTE THE RPA.

Request for Personnel Action: 14-JAN-2002 [Salary Change, Routing Group: CIVDODHR]

Action Edit Query Go Folder Special Help Window

Change Family Refresh Status AUTHORIZED < Prev Page 1 of 4 Next >

PART A - Requesting Office

| | | |
|---|---------------------|-------------------|
| 1 Actions Requested | 2 Request Number | 4 Prop. Eff. Date |
| Salary Change | 01OCT047476 | 01-OCT-2001 |
| 3 For Additional Information Call (Full Name) | Telephone Number | Request Date |
| Daguman, Reginald | 314-375-2222 | 14-JAN-2002 |
| 5 Action Requested By (Full Name) | Title | Concurrence Date |
| Abbey, Robert J | WATER TREATMENT PI | 01-SEP-2001 |
| 6 Action Authorized By (Full Name) | Title | |
| Everett, Jiada K | COMPUTER SPECIALIST | |

PART B - For Preparation of SF 50

| | |
|--------------------------|-----------------|
| 1 Last Name | First Name |
| | |
| 2 Social Security Number | 3 Date of Birth |
| | |

FIRST ACTION

| | |
|----------|------------------------|
| 5-A Code | 5-B Nature of Action |
| 702 | Promotion |
| 5-C Code | 5-D Legal Authority |
| N3M | Reg 335.102 Comp |
| 5-E Code | 5-F Legal Authority |
| NPU | 10 U.S.C. 1601 Upgrade |

SECOND ACTION

| | |
|----------|----------------------|
| 6-A Code | 6-B Nature of Action |
| | |
| 6-C Code | 6-D Legal Authority |
| | |
| 6-E Code | 6-F Legal Authority |
| | |

Decision

Do you wish to route the Request for Personnel Action now?

Cancel No Yes

History Extra Information Person Position Others...



TRIGGERING THE PRODUCTIVITY EDITS

**SELECT “UPDATE HR”. CLICK “APPROVAL” BLOCK.
MANDATORY EDITS ARE “PASS-FAIL”.**

CMA-MDCPDS - Citrix ICA Client

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

Request for Personnel

Routing

RoutingTo

- ☐ Select Routing List
- ☐ Select Person
- ☐ Select Groupbox
- ☐ Save and Hold in Personal Inbox
- ☒ Update HR
 - ☐ Print Notification
 - Printer

4 Prop. Eff. Date ASAP

01-JUN-2001

Request Date

Concurrence Date

Middle Name

First Name

5-A Code 5-B Code

5-C Code 5-D Legal Aut

Part A - Recruitment/Retention

1 Actions Required

Recruit/Fill

3 For Additional

5 Action Required

6 Action Authorized

Part B - For

1 Last Name

2 Social Security

FIRST ACTION

5-A Code 5-B Code

5-C Code 5-D Legal Aut

Page 1 of 4

Prev Next

Error

An event record with a code of S1600005 or S1600010 or S1600015 or S1600020 or S1600025 or S1600030 or S1600035 or S1600040 must exist before you can complete this RPA. A completed recruit/fill action must have a valid job offer. (CIV_PROD_MAN_1_3)

OK



TRIGGERING THE PRODUCTIVITY EDITS

**WARNING EDITS GIVE YOU THE OPTION OF STOPPING
“UPDATE HR”**

CMA-MDCPDS - Citrix ICA Client

Privacy Act of 1974 - [Request for Personnel Action (Recruit/Fill, Routing Group: CIVDODHR)]

Action Edit Query Go Folder Special Help Window

Change

Routing

RoutingTo

☐ Select Routing List

☐ Select Person

☐ Select Groupbox

☐ Save and Hold in Personal Inbox

☒ **Update HR**

☐ Print Notification

Printer

4 Prop. Eff. Date ASAP

01-JUN-2001

Request Date

Concurrence Date

Decision

? The start date and end date of any Event must not be prior to the "date routed" to any Inbox. No event should happen before the RPA initiation date. Do you wish to continue processing this action? (CIV_PROD_WARN_1.1)

No Yes

PART A - Request

1 Actions Requested

Recruit/Fill

3 For Additional Info

5 Action Requested

6 Action Authorized

PART B - For Processing

1 Last Name

2 Social Security Number

FIRST ACTION

5-A Code 5-B N

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

6-E Code 6-F Legal Authority



CLOSURE EDITS

Warning Edits remind you about your last chance to...

REVIEW EVENT CODES
VERIFY EVENT CODES
CHANGE EVENT CODES

REMEMBER: THE RPA CANNOT BE REOPENED AFTER YOU CLOSE IT!



Productivity Training

✓ Introduction to Productivity

✓ Event Codes

✓ Identifying Fill Actions

✓ Routing RPAs

✓ Productivity (Closure) Edits

✓ **Quality Control**





QUALITY CONTROL

- Quality Control report is run to test for error and diagnostic conditions in each RPA.
- Error conditions are coded by letter (CAPITAL and small letters). Error codes, called "filters", are stored in the nightly Productivity Database.
- Two kinds of filters: **errors** and **diagnostics**...
 - ◆ Diagnostic filters are applied only against open fill actions.
 - ◆ Error filters are applied only against completed fill actions.
- When **X02000** exclusion event code is present, certain diagnostic and error filters are automatically overridden, which means the RPA can have certain errors and still be flagged as "good".
- There is a rollup Quality Control (QC) rollup report, and a detailed QC error report.
- The number of error-free RPAs is counted to determine a personnel office's "goodness percentage".



QUALITY CONTROL



➤ CAPITAL LETTER Quality Control (QC) filters:

Code Description

| | |
|---|--|
| A | Missing commit date, but has SSN |
| C | Missing first referral date, but action has fill source of OPM, DEU, LVA or CREF |
| D | Missing CPOC and CPAC entry date, but has commit date |
| F | Effective date prior to initiation date ** |
| G | Missing the G07000 event record, but action meets NOA/LAC or NOA Family |
| H | Commit date is prior to CPAC entry date ** |
| I | Commit date is prior to CPOC entry date ** |
| J | Missing CPOC entry date, but has commit date ** |
| K | Commit date is prior to initiation date ** |
| M | Commit date is later than closed date |
| N | Commit date is later than effective date |
| P | Job offer date is prior to CPOC or CPAC entry date ** |
| Q | Job offer date is later than effective date |
| R | Job offer date is prior to initiation date ** |
| S | Postdating (action has effective date more than 60 days later than current date) |
| W | Missing CPAC, Command and/or UIC code, but has closed date |
| Y | CPAC code is not associated with the CPOC |
| Z | CPAC code is not valid |

** overridden by X02000 event code.

These edits test
the RPA as a whole

The QC
Filters are more
thorough than the
Closure Edits



QUALITY CONTROL



➤ lower case Quality Control (QC) filters:

Code Description

- a Predating (mandatory event record date 1 is more than 366 days prior to initiation date) **
- b Missing mandatory event record date 2, but has closed date
- d Event record date 1 is prior to CPAC entry date
- f Event record date 1 prior to initiation date
- g Event record date 1 is prior to CPOC entry date
- h Mandatory event record date 2 is later than effective date **
- i Mandatory event record date 2 is later than closed date
- j Mandatory event record date 1 is later than commit date **
- k Mandatory event record date 2 is later than commit date **
- l Mandatory event record date 2 is later than job offer date **
- m Action has overlapping or duplicate PPP event records
- o Action has excessive PPP time (longer than time from CPOC/CPAC entry to commit)
- p PPP event record date 1 is prior to CPOC and CPAC entry date **
- q Postdating (action has an event date more than 90 days later than current date)

** overridden by X02000 event code.

These edits test
each event history
record separately



QUALITY CONTROL

➤ Quality Control (QC) rollup report:

* CPOC Quality Control Statistics Rollup Report *
* for dd-mmm-yy thru dd-mmm-yy *

Distribution of Actions

=====

| Description | Euro. | Korea | NC | NCR | NE | Pac. | SC | SE | SW | West | All |
|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ===== |
| Closed Actions | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | nn,nnn |
| No Anomalies | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | nn,nnn |
| Diagnostics | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | nn,nnn |
| Errors | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | nn,nnn |
| Goodness Percentage | nn.nn | nn.nn | nn.nn | nn.nn | nn.nn | nn.nn | nn.nn | nn.nn | nn.nn | nn.nn | nn.nn |
| Canceled Actions | nnn | nnn | nnn | nnn | nnn | nnn | nnn | nnn | nnn | nnn | n,nnn |
| Open Actions | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | nn,nnn |
| No Anomalies | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | nn,nnn |
| Diagnostics | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | n,nnn | nn,nnn |
| Bypassed Actions | | | | | | | | | | | |
| Previously Counted | nnn | nnn | nnn | nnn | nnn | nnn | nnn | nnn | nnn | nnn | n,nnn |



QUALITY CONTROL



➤ Quality Control (QC) error report:

```
*****
* Quality Control Error Report Record:      2  (02-FEB-02 12:07) *
* For POI 2211 during 01-JAN-02 through 31-JAN-02 *
*****
```

General Data

=====

RPA Number.....: 01DEC5EWW3RBAA00001
Actions Requested: CONV_APP (01DEC5EWW3RBAA00001)
SF52 Status.....: C - Closed

CPOC Code...: 2211 Fill Source: UNK
CPAC Code...: EW SSN Flag...: Y
CMD Code...: P1 NOA Code...: 515
UIC Code...: W3RBAA Legal Auth.: MXM

Actual/Adjusted Dates

=====

Initiated.....: 10-DEC-2001/10-DEC-2001 Job Offer.....: {BLANK} /27-JAN-2002
Effective.....: 28-JAN-2002/28-JAN-2002 Committed.....: {BLANK} /27-JAN-2002
1st Enter CPAC: 02-JAN-2002/02-JAN-2002 Closed.....: 29-JAN-2002/29-JAN-2002
1st Enter CPOC: 03-JAN-2002/03-JAN-2002

SF52 Errors

=====

A - RPA is missing commit date, but has SSN

Event Records

=====

| Code | Occur. | Day 1 | Day 2 | Text |
|----------|--------|-------------|-------------|-----------------------------|
| C0300055 | 1 | 03-JAN-2002 | 03-JAN-2002 | CLASS REVW (CURSORY REVIEW) |

**RPA is
missing the
JOB OFFER
event**

QUALITY CONTROL

- ✓ **E**xplain the basics of productivity to new staff members.
- ✓ **E**very fill action needs a G07000 event and a JOB OFFER event.
- ✓ **E**nsure that the action went through CPOC Classification Division first.
- ✓ **E**ditions will help you catch the most significant errors.
- ✓ **E**xpect REFERRAL LIST events to end before the JOB OFFER.
- ✓ **E**vent dates should be entered in real time, as they occur.
- ✓ **E**nsure that your event entries are in logical order (date & sequence).
- ✓ **E**xercise APPROPRIATE use of Exclusion Event Codes.

Live the **E** to pass QC!



Productivity Training

- ✓ Introduction to Productivity
- ✓ Event Codes
- ✓ Identifying Fill Actions
- ✓ Routing RPAs
- ✓ Productivity (Closure) Edits
- ✓ Quality Control
- ✓ **Enhancements & Fixes**





ENHANCEMENTS & FIXES WE'VE ASKED DOD FOR

- **Change or fix the **Productivity Closure Edits**:**
 - ◆ **Fill Action Edits should be triggered based on “**NOA/LAC**” only**
-- not on G07000 FILL ACTION -or- “APPOINTMENT” NOA Family.
 - ◆ **Bypass Fill Action Edits when an **EXCLUSION** event code is present.**
 - ◆ **Bypass MANDATORY EDIT 2.1 for MASS REALIGNMENTS. Fixed.**
 - ◆ **Modify WARNING EDIT 1.5 (“No events after JOB OFFER”) to allow for CLEARANCE events (code “S19%”) -and- CLASSIFICATION event codes.**
 - ◆ **Edits against JOB OFFER should only look at the latest J.O. event.**
 - ◆ **Fix edits for PPP events (MANDATORY EDITS 1.6 & 1.7).**
 - ◆ **Edits should ignore **LOCAL** event codes.**



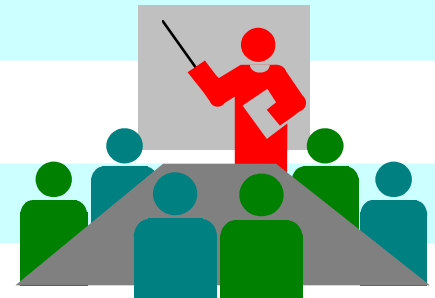
ENHANCEMENTS & FIXES WE'VE ASKED DOD FOR

- Create **LOCAL** event category (so events don't have to start with "L").
- Change permissions for modifying event history to "Personnel Office Only".
[CPOC and CPAC only].
- Allow duplicate events to be open at the same time.
- Don't allow non-fill RPAs to be closed with open events (fill action RPAs already have this edit).
- **JOB OFFER DECLINED** events should only require 1 date (the system is requiring 2 dates).
- Create a window that allows specialists to modify event records for closed RPAs.



Productivity Training

- ✓ Introduction to Productivity
- ✓ Event Codes
- ✓ Identifying Fill Actions
- ✓ Routing RPAs
- ✓ Productivity (Closure) Edits
- ✓ Quality Control
- ✓ Enhancements & Fixes
- ✓ **Pipeline Actions**





PIPELINED RPA'S

- "Pipelining" is the process of taking open PERSACTION SF-52s and recreating them as MDCPDS RPAs. Pipelining occurs during the deployment of the MDCPDS system at each Army region.
- The Pipeline Team, or the individual specialist, will:
 - Create each RPA in MDCPDS.
 - Enter a G20000 PPI SF52 NUMBER event for each RPA.
- The COMMENTS column of the G20000 event contains the SF-52 number.
- Once all RPAs have been created, and all include a G20000 event with a valid SF-52 Number, the HQDA programmers will execute a process which will generate data in the MDCPDS database.



PIPELINED RPA'S

- **4 types of event code records will be automatically created for each SF-52 'Pipelined' into Modern.**

1. Existing **HQDA STANDARD** Status History Entries will be carried over to Modern HR (as Event Codes).
2. **G10000 PPI LOCAL EVENT (SEE COMMENTS)** event entry generated for each local event; dates placed in comments field.
3. **A G07000 FILL ACTION** event entry generated based on 'fill' or 'recruit' appearing in actions_requested field.
4. Event entries generated based on key coordination (routing) records; dates placed in comments field:
 - G20010 PPI SF52 INITIATED
 - G20030 PPI SF52 CLASS ENTRY
 - G20020 PPI SF52 PERS ENTRY
 - G20040 PPI SF52 STAFF ENTRY

- **“NOTES” will also be automatically pipelined.**
- **Requesting Official Remarks will also be automatically pipelined.**



PIPELINED RPA'S

EVENT HISTORY WINDOW WITH DATA DURING

PIPELINING

| Event Code | Event Description | Category Code | Start Date | Comments |
|------------|-------------------|---------------|-------------|---------------|
| G20000 | PPI SF52 NUMBER | GENERAL | 18-OCT-2001 | EVP1S33000022 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

History Extra Information Person Position Others...

Count: *0



PIPELINED RPA'S

EVENT HISTORY WINDOW WITH DATA AFTER

CMA-MDCPDS - Citrix ICA Client

Privacy Act of 1974 - [Event History]

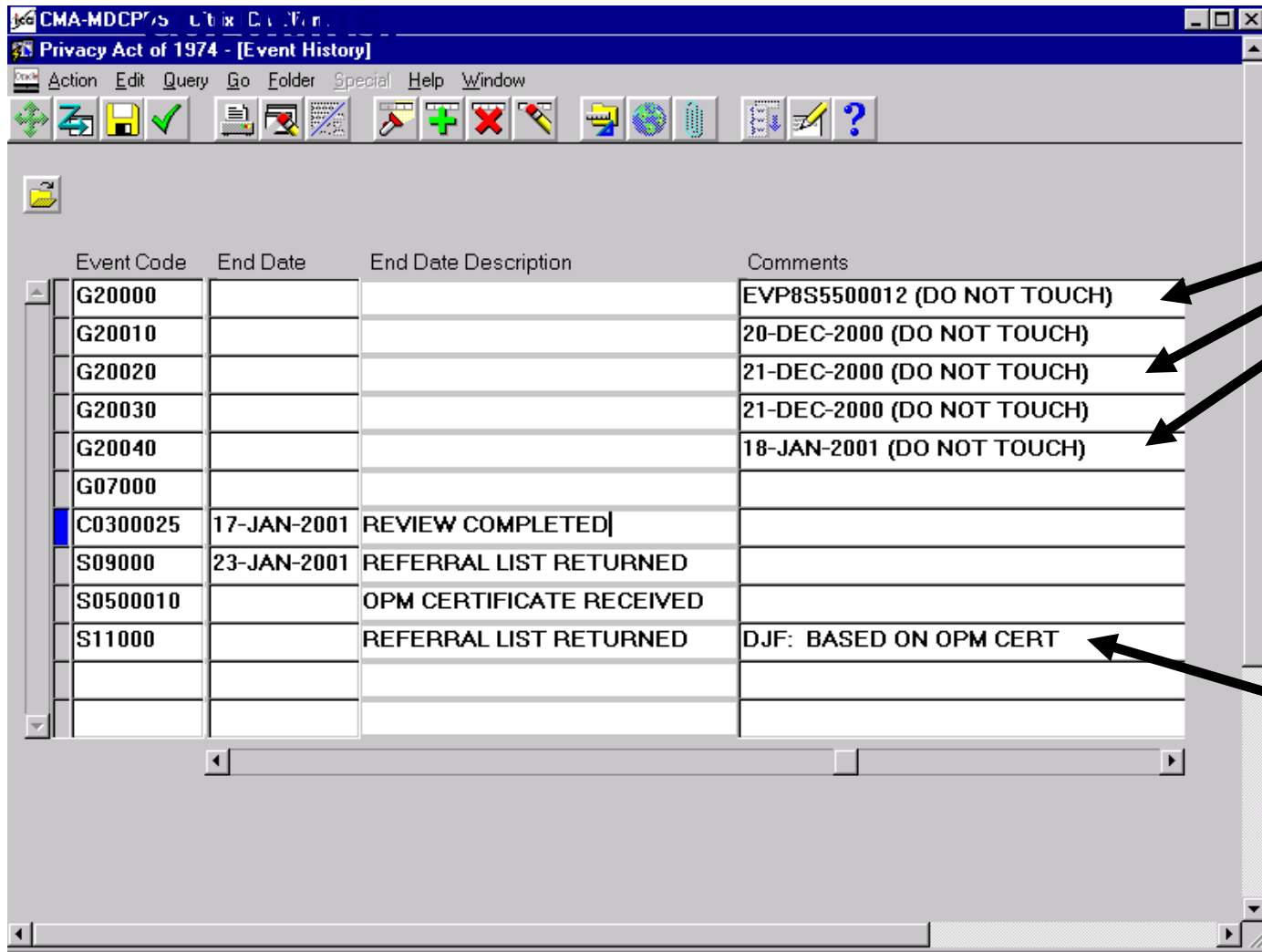
Action Edit Query Go Folder Special Help Window

| Event Code | Event Description | Category | Start Date | Start Date Description |
|------------|---------------------------|----------|-------------|---------------------------|
| G20000 | PPI SF52 NUMBER | GENER. | 20-MAR-2001 | CAPTURED |
| G20010 | PPI SF52 INITIATED | GENER. | 23-MAR-2001 | CAPTURED |
| G20020 | PPI SF52 PERS ENTRY | GENER. | 23-MAR-2001 | CAPTURED |
| G20030 | PPI SF52 CLASS ENTRY | GENER. | 23-MAR-2001 | CAPTURED |
| G20040 | PPI SF52 STAFF ENTRY | GENER. | 23-MAR-2001 | CAPTURED |
| G07000 | FILL ACTION | GENER. | 23-MAR-2001 | PERSONNEL ACTION REVIEWED |
| C0300025 | CLASS REVW (NEW POSITION) | CLASSII | 22-DEC-2000 | REVIEW INITIATED |
| S09000 | FIRST REFERRAL LIST | STAFFII | 18-JAN-2001 | REFERRAL LIST ISSUED |
| S0500010 | OPM CERTIFICATE | STAFFII | 25-JAN-2001 | OPM CERTIFICATE REQUESTED |
| S11000 | SECOND REFERRAL LIST | STAFFII | 18-FEB-2001 | REFERRAL LIST ISSUED |
| | | | | |
| | | | | |



PIPELINED RPA'S

SCROLL RIGHT TO VIEW ALL EVENT HISTORY



| Event Code | End Date | End Date Description | Comments |
|------------|-------------|--------------------------|-----------------------------|
| G20000 | | | EVP8S5500012 (DO NOT TOUCH) |
| G20010 | | | 20-DEC-2000 (DO NOT TOUCH) |
| G20020 | | | 21-DEC-2000 (DO NOT TOUCH) |
| G20030 | | | 21-DEC-2000 (DO NOT TOUCH) |
| G20040 | | | 18-JAN-2001 (DO NOT TOUCH) |
| G07000 | | | |
| C0300025 | 17-JAN-2001 | REVIEW COMPLETED | |
| S09000 | 23-JAN-2001 | REFERRAL LIST RETURNED | |
| S0500010 | | OPM CERTIFICATE RECEIVED | |
| S11000 | | REFERRAL LIST RETURNED | DJF: BASED ON OPM CERT |
| | | | |
| | | | |

**Special
Pipeline
Data**

**User's
Comment**



Productivity Training

- ✓ Introduction to Productivity
- ✓ Event Codes
- ✓ Identifying Fill Actions
- ✓ Routing RPAs
- ✓ Productivity (Closure) Edits
- ✓ Quality Control
- ✓ Enhancements & Fixes
- ✓ Pipeline Actions
- ✓ **Identifying Open & Closed Actions**





IDENTIFYING OPEN & CLOSED ACTIONS

- When dealing with RPAs in MDCPDS, there are two definitions of the words "OPEN" and "CLOSED".

1. Actions 'open' or 'closed' in an inbox. Also called "notifications".

- "**Open**" actions are RPAs currently in a user's inbox, or currently in a groupbox the user is attached to.
- "**Closed**" actions are those that have been routed to another user, or Updated to HR, including FUTURE ACTIONS.

2. Actions 'open' or 'closed' for Productivity counting.

- "**Closed -- completed**" actions are those that have been consummated (Updated to HR).
- "**Closed -- canceled**" actions are those that have been withdrawn.
- "**Open**" actions are those that have not yet been consummated or withdrawn. Includes FUTURE ACTIONS.



IDENTIFYING OPEN & CLOSED ACTIONS

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

DIANA RIOS ☒ Query Only Open Notifications

| DATE RECEIVED | Subject | InBox Name | Status |
|----------------------|--|--------------|--------|
| 18-OCT-2001 13:26:29 | RPA : Recruit/Fill : Req# 01APR5EWW30FAA037771 | Robert Abbey | Open |
| 18-OCT-2001 13:24:13 | RPA : Recruit/Fill : Req# 01APR5EWW30FAA037771 | Robert Abbey | Closed |
| 18-OCT-2001 13:22:10 | RPA : Recruit/Fill : Req# 01APR5EWW30FAA037771 | Amy Groupbox | Closed |
| 18-OCT-2001 13:19:47 | RPA : Recruit/Fill : Req# 01APR5EWW30FAA037771 | Amy Groupbox | Closed |
| 18-OCT-2001 13:17:41 | RPA : Recruit/Fill : Req# 01APR5EWW30FAA037771 | Robert Abbey | Closed |
| 18-OCT-2001 05:13:08 | RPA : Change in Position Number : Req# 01SEP5EVW0AKAA04715 | Amy Groupbox | Closed |
| 04-OCT-2001 06:39:46 | RPA : Correction : Req# | Robert Abbey | Closed |
| 04-OCT-2001 06:33:23 | RPA : Correction : Req# | Robert Abbey | Open |
| 04-OCT-2001 02:41:45 | RPA : Career-Cond Appt : Req# 01OCT047456 | Robert Abbey | Closed |
| 02-OCT-2001 07:48:52 | RPA : Salary Change : Req# 01OCT047476 | Robert Abbey | Open |

Message

Name / POI :
Effective Date : 25-APR-2001 Proposed Effective Date : ASAP
Current Status : AUTHORIZED

Respond Open

Count: 34 v

RPAs
are
Open
or
Closed
in
User's
Inbox



IDENTIFYING OPEN & CLOSED ACTIONS

- For each RPA **ROUTING HISTORY** record, there is an ACTION TAKEN value.
- The "action taken" shows the status of the RPA each time it is routed or saved.

| User Name | Full User Name | Action Taken | Approved | Interim | Initiator | Authorizer | Approver |
|-------------|-----------------|--------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | | Approved | Approved | Requester | Personnelist | Reviewer |
| AMY.ABBEY/C | Abbey, Robert J | NOT_ROUTED | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| CAL.BLURY/C | Blury, Ronald R | AUTHORIZED | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| CAL.BORBA/C | Borba, Evelyn M | NO_ACTION | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| CAL.BORBA/C | Borba, Evelyn M | REQUESTED | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- **Action Taken values:**

INITIATED
REQUESTED
AUTHORIZED
APPROVED

REVIEWED
NO_ACTION
FUTURE_ACTION
NOT_ROUTED

CANCELED
UPDATE_HR
UPDATE_HR_COMPLETE
<blank>



IDENTIFYING OPEN & CLOSED ACTIONS

- The RPA's CURRENT routing history record appears in the top row of the RPA's Routing History Window.
- The **ACTION TAKEN** in the RPA's CURRENT routing history record should always be one of the following:

- | | |
|-----------------------|---|
| 1. <blank> | Means "OPEN", waiting to be worked. |
| 2. CANCELED | Means RPA was "Red X'd". |
| 3. UPDATE_HR_COMPLETE | Means RPA was updated to HR, and EDOA has been reached. |
| 4. FUTURE_ACTION | Means RPA was updated to HR, and EDOA is in the future. |
| 5. NOT_ROUTED | Means RPA was saved without routing. When the <u>system</u> sets this value, it usually indicates a problem occurred. |



IDENTIFYING OPEN & CLOSED ACTIONS

- The user or the system can set the latest action taken to **NOT_ROUTED**.
- The latest action taken can be set by the user to **NOT_ROUTED** simply by saving the RPA and answering "no" to the question "do you wish to route the Request for Personnel Action now?".
- When the latest action taken is set by the system to **NOT_ROUTED** , one of these problems was the cause:
 - ◆ The originator tried to cancel the RPA without routing it.
 - ◆ The RPA failed the system edits (not the Productivity Edits).
 - ◆ The specialist forgot he routed the action, and reopened it.
 - ◆ The specialist Updated HR, then she reopened the action.



IDENTIFYING OPEN & CLOSED ACTIONS

ROUTING HISTORY WINDOW

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

Request for Personnel Action - Routing History: 18-OCT-2001 (Bingo, Todd R/Career-Cond Appt)

Completed RPA

| User Name | Full User Name | Action Taken | Approved | Interim Approved | Initiator | Request | Status |
|-------------|----------------|--------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|--------|
| AMY.ABBEY/C | Abbey,Robert J | UPDATE_HR_C | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Open |
| AMY.ABBEY/C | Abbey,Robert J | UPDATE_HR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Closed |
| AMY.ABBEY/C | Abbey,Robert J | NO_ACTION | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Closed |
| AMY.ABBEY/C | Abbey,Robert J | AUTHORIZED | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Closed |

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

Request for Personnel Action - Routing History: 18-OCT-2001 (/)

Open RPA

| User Name | Full User Name | Action Taken | Approved | Interim Approved | Initiator | Request | Status |
|-------------|----------------|--------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------|
| AMY.ABBEY/C | Abbey,Robert J | NO_ACTION | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Open |
| AMY.ABBEY/C | Abbey,Robert J | NO_ACTION | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Closed |
| AMY.ABBEY/C | Abbey,Robert J | NO_ACTION | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Closed |
| AMY.ABBEY/C | Abbey,Robert J | NO_ACTION | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Closed |
| AMY.ABBEY/C | Abbey,Robert J | NO_ACTION | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Closed |
| RUSS.ONEY/M | Oney,Russ B S | NO_ACTION | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Closed |
| RUSS.ONEY/M | Oney,Russ B S | AUTHORIZED | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Open |



IDENTIFYING OPEN & CLOSED ACTIONS

- RPAs will be considered **OPEN**, **COMPLETED**, or **CANCELED**, based on:

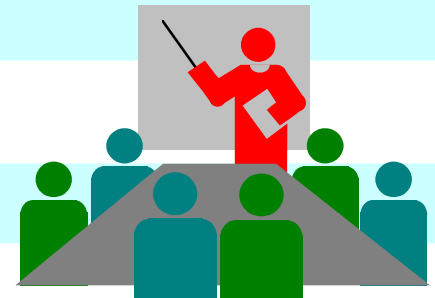
1. The RPA's INBOX Open/Closed status.
2. The RPA's value in the current routing history record's **ACTION TAKEN**.

| UPDATE_HR_COMPLETE | FUTURE_ACTION |
|--------------------|---------------|
| CANCELED | <blank> |
| NOT_ROUTED | |
3. Whether or not the RPA was ever routed.
If the action was never routed, the action is considered **CANCELED**.
4. The presence or absence of specific **EXCLUSION** event codes:
X01000 or **X04000**.
If any of these codes are present, the action is considered **CANCELED**.
5. The presence of five key data elements for closed U.S. fill actions,
(but only the first four data elements for non-U.S. and non-fill actions):
SSN, EDOA, NOA #1, Approval Date, LAC #1.
If any of these values are missing and the latest action taken is not **UPDATE_HR_COMPLETE**, the action is considered **CANCELED**.



Productivity Training

- ✓ Introduction to Productivity
- ✓ Event Codes
- ✓ Identifying Fill Actions
- ✓ Routing RPAs
- ✓ Productivity (Closure) Edits
- ✓ Quality Control
- ✓ Enhancements & Fixes
- ✓ Pipeline Actions
- ✓ Identifying Open & Closed Actions
- ✓ **Productivity (CIVPRO) Measurements**





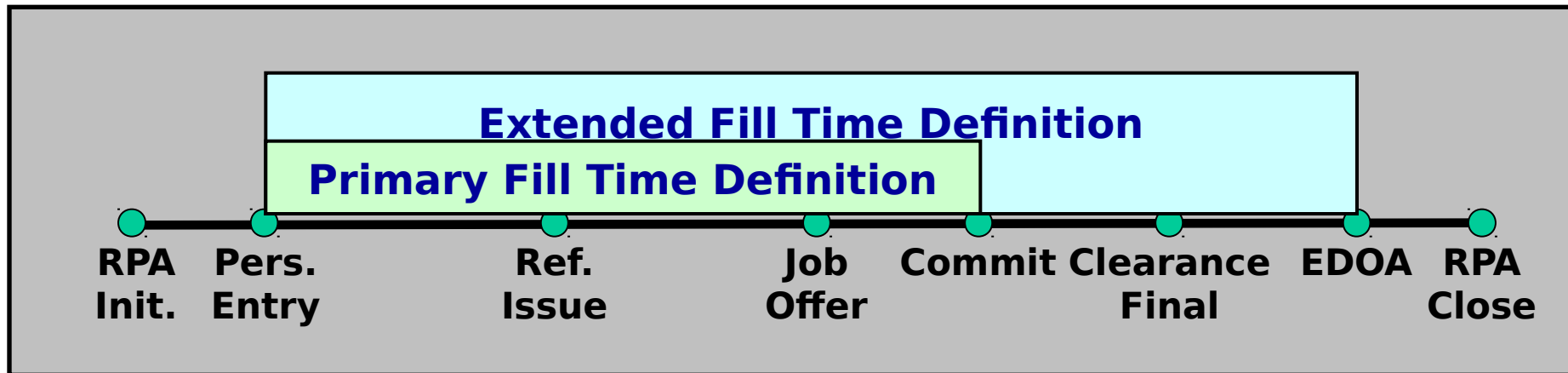
CIVPRO MEASUREMENT

➤ FILL-TIME FORMULA:

- HQDA computes FILL-TIME using the Productivity database.
- Only Closed-Completed Fill Actions are counted.

RECRUIT/FILL INDICATOR FLAG = "Y".
RPA STATUS FLAG = "C".

● Army's Fill-Time Definitions:



- **IMPORTANT:** Time spent On-Hold For RIF is subtracted from fill-time.



CIVPRO MEASUREMENT

➤ FILL-TIME FORMULA, *continued*:

- FILL-TIME is based on a 24-hour day, 7-day week.
- FILL-TIME is computed based on a combination of:
 - Routing History Dates,
 - Event Dates (from selected 'key' events only), and the
 - RPA's Effective Date.
- Routing History "DATES" include both actual date & time (for FILL-TIME, they are rounded to the nearest 1% of a day).
- Event Dates don't have a time, therefore they are automatically set to **12 NOON** for FILL-TIME computation.
- Effective Date doesn't have a time, therefore it is automatically set to **12 NOON** for FILL-TIME computation.
- "Unmapped" Routing History records default to "**CPOC PROCESSING**" time (routing identifier code "COP").



CIVPRO MEASUREMENT

➤ FILL-TIME FORMULA, *continued*:

- An RPA's USER INBOX and GROUPBOX routing history dates are examined, then broken down into 3 categories:

| <u>CATEGORY</u> | <u>ROUTING IDENTIFIER CODES</u> |
|-----------------------|-------------------------------------|
| • CPOC ROUTINGS | [COC, COS, COF, COP, NOM] |
| • CPAC ROUTINGS | [CPG] |
| • MANAGEMENT ROUTINGS | [MGR, MGA, MGP, RMM, RMB, OTH, RSC] |

- The RPA's EFFECTIVE DATE is examined.
- The RPA's "KEY" EVENT CODES are examined:

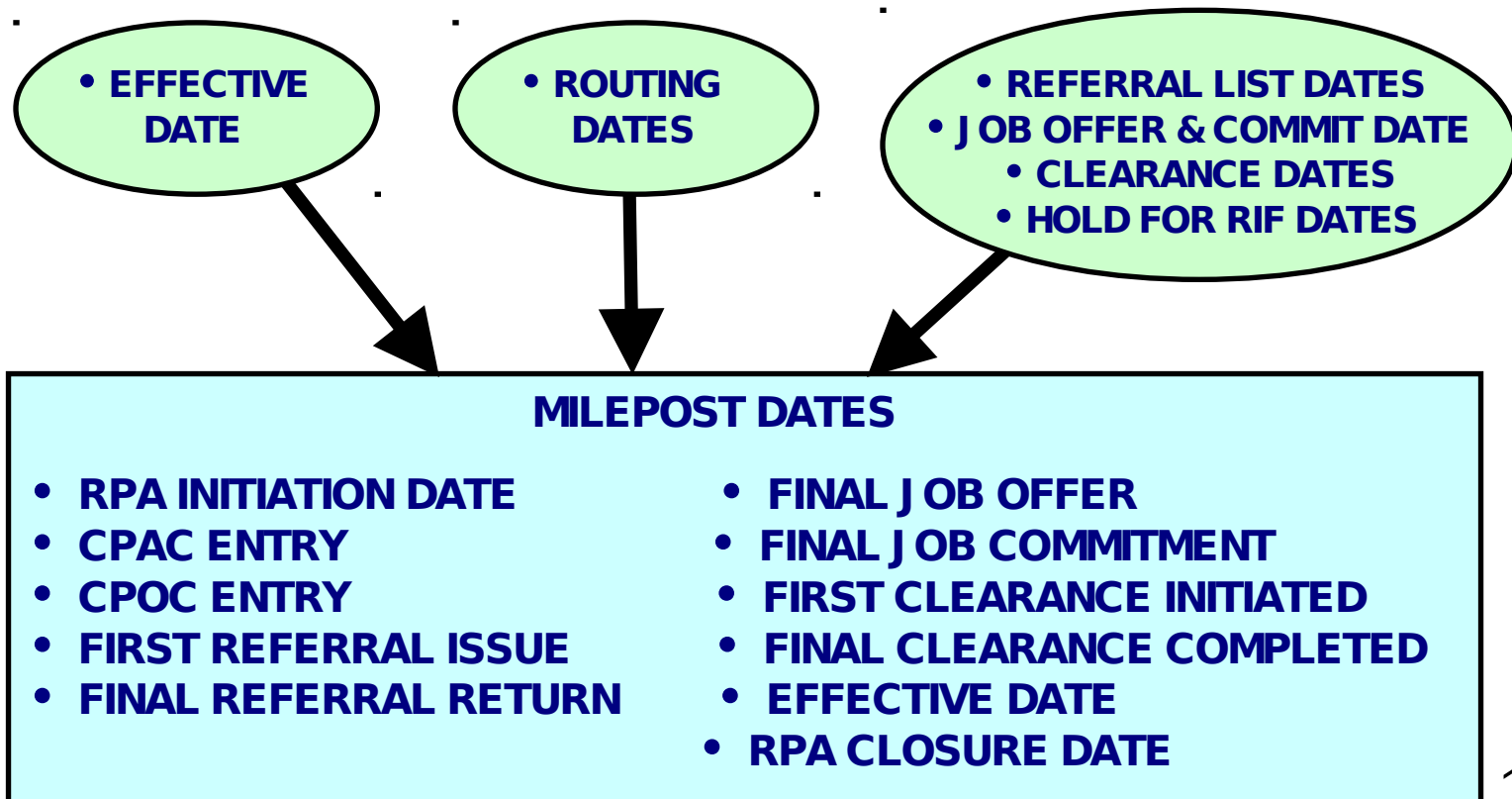
| | |
|------------------------------------|---------------------------|
| • JOB OFFERS (OFFER & COMMIT DATE) | [only the latest is used] |
| • REFERRAL LISTS | [all are used] |
| • CLEARANCES | [all are used] |
| • HOLD FOR RIF | [all are used] |



CIVPRO MEASUREMENT

➤ FILL-TIME FORMULA, CONTINUED:

- For each RPA, "**MILEPOST DATES**" are computed, using the EFFECTIVE DATE, ROUTING DATES, and "KEY" EVENT DATES.





CIVPRO MEASUREMENT

➤ **FILL-TIME FORMULA, CONTINUED:**

- **The RPA's MILEPOST DATES are ADJUSTED, based on:**

- "BAD" event dates. **Examples: Missing events, mis-ordered events.**
- "NEGATIVE" event dates. **Example: Intern actions.**
- Requirement for a minimum of 1-day of CPOC PRE-REFERRAL TIME.
(one day in CPOC before first referral is issued).
- Requirement for a minimum of 1-day of EMPLOYEE TIME.
(one day between commitment & EOD).
- Requirement that job offer & commitment happen prior to EDOA.
- Requirement that referrals happen prior to job offer & commitment.
- Requirement that clearances happen after commitment, but prior to EDOA.
- Requirement that hold-for-RIF not continue after the job offer has been made.
- Etcetera...



CIVPRO MEASUREMENT

➤ FILL-TIME FORMULA, *CONTINUED*:

- The RPA's COMMIT DATE is adjusted as follows:

- If the RPA is missing a J OB OFFER event code, or the RPA has a **FUTURE** Commit Date:

ADJ USTED J OB OFFER/COMMIT DATE = EFFECTIVE DATE MINUS ONE DAY

- If the RPA has a **NEGATIVE** Commit Date:

ADJ USTED J OB OFFER/COMMIT DATE = DATE 1ST ENTER CPOC PLUS ONE DAY



CIVPRO MEASUREMENT

➤ FILL-TIME FORMULA, *CONTINUED*:

- If an RPA's MILEPOST DATE is "GOOD", the adjusted date becomes the same as the good date. The basic idea: when computing FILL-TIME, keep the RPA as "real" as possible, only adjusting "bad" pieces of data.
- No RPA is "tossed out". Instead, FILL-TIME is calculated using **ADJUSTED DATES**.
- FILL-TIME is broken out by 5 categories:

| | |
|-------------------|-----------|
| ◆ MANAGEMENT TIME | n.nn days |
| ◆ CPOC TIME | n.nn days |
| ◆ CPAC TIME | n.nn days |
| ◆ EMPLOYEE TIME | n.nn days |
| ◆ ADMIN TIME | n.nn days |

NEW Categories which
help CPOC & CPAC!

- Gaps between referral lists are factored into MANAGEMENT, CPOC, or CPAC TIME, based on what inbox the RPA was sitting in. Gaps between clearances are factored into CPAC TIME.



CIVPRO MEASUREMENT

➤ FILL-TIME FORMULA, *CONTINUED*:

● TIME CATEGORIES:

| <u>CATEGORY</u> | <u>CHARGED TO</u> |
|--|-------------------|
| 1. MANAGEMENT PRE-PERSONNEL DAYS ** | MGMT |
| 2. MANAGEMENT PRE-REFERRAL DAYS | MGMT |
| 3. MANAGEMENT POST-REFERRAL DAYS | MGMT |
| 4. REFERRAL (DECISION) DAYS | MGMT |
| 5. CLEARANCE DAYS * | ADMIN |
| 6. CLEARANCE FINAL -TO- EOD DAYS * | EMPLOYEE |
| 7. CPOC PRE-REFERRAL DAYS | CPOC |
| 8. CPOC POST-REFERRAL DAYS | CPOC |
| 9. POST-EOD DAYS ** | CPOC |
| 10. CPAC PRE-REFERRAL DAYS | CPAC |
| 11. CPAC POST-REFERRAL DAYS | CPAC |
| 12. REFERRAL RETURN -TO- COMMITMENT DAYS | CPAC |
| 13. COMMITMENT -TO-CLEARANCE SUBMIT DAYS * | CPAC |
| 14. CLEARANCE GAP DAYS * | CPAC |

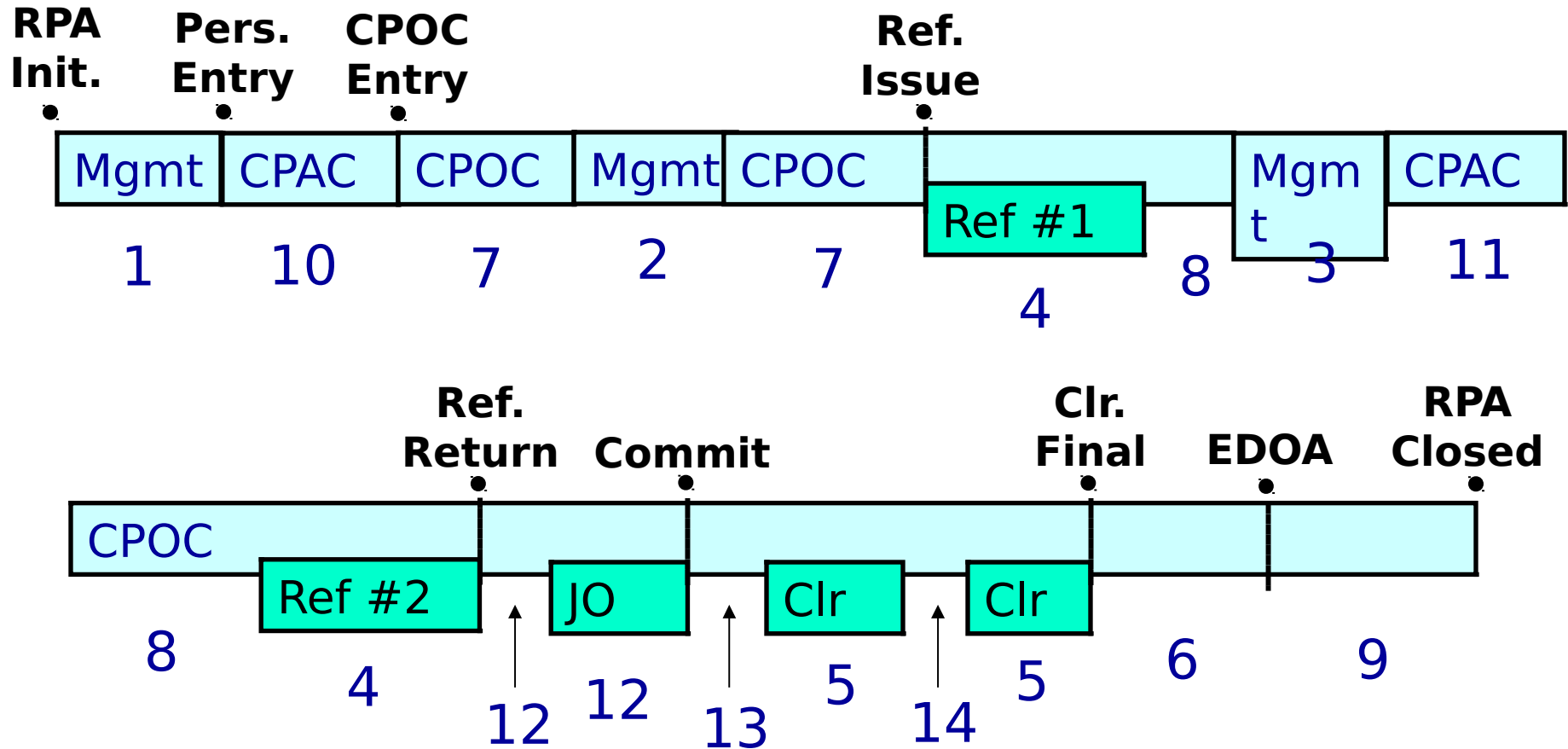
* Not part of primary Army fill-time formula.

** Not part of any fill-time formulas.



CIVPRO MEASUREMENT

A SAMPLE RPA



Note: Numbers refer to the categories on the previous slide.
Note: Ref = Referral List JO = Job Offer Clr = Clearance

117



Productivity Training

- ✓ Introduction to Productivity
- ✓ Event Codes
- ✓ Identifying Fill Actions
- ✓ Routing RPAs
- ✓ Productivity (Closure) Edits
- ✓ Quality Control
- ✓ Enhancements & Fixes
- ✓ Pipeline Actions
- ✓ Identifying Open & Closed Actions
- ✓ Productivity (CIVPRO) Measurements
- ✓ **Productivity Reporting Universe**





Productivity Database



OLD: CPOCPROD Database

- ✓ **Access with Microsoft Access**
- ✓ **Monthly Pull**
- ✓ **Flat Files**
- ✓ **Records:**
 - All open & closed SF-52s**
 - Fill Actions only**
 - Coordination Records**
 - Status History Records**
- ✓ **Data:**
 - Limited SF-52 Elements**
 - Standard Dates**

NEW: Productivity Database

- ✓ **Access with Business Objects**
- ✓ **Nightly Pull [Monthly at HQDA]**
- ✓ **Oracle Database (SQL, BOA)**
- ✓ **Records:**
 - All open & closed RPAs**
 - O=open C=completed**
 - X=withdrawn/canceled**
 - Fill & Non-Fill Actions**
 - Routing History Records**
 - Event History Records**
 - User & Groupbox Records**
 - QC Filter Records**
- ✓ **Data:**
 - All RPA & SF-50 Elements**
 - Standard Dates**
 - Adjusted Dates**



Productivity Training

***** The End *****

- ✓ **Introduction to Productivity**
- ✓ **Event Codes**
- ✓ **Identifying Fill Actions**
- ✓ **Routing RPAs**
- ✓ **Productivity (Closure) Edits**
- ✓ **Quality Control**
- ✓ **Enhancements & Fixes**
- ✓ **Pipeline Actions**
- ✓ **Identifying Open & Closed Actions**
- ✓ **Productivity (CIVPRO) Measurements**
- ✓ **Productivity Reporting Universe**

***Thank You
for your
attention!***

